

BOARD OF SUPERVISORS

Brown County



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EXECUTIVE COMMITTEE

Tom Lund, Chairman
Patrick Moynihan, Jr., Vice-Chairman
Steve Fewell, John Vander Leest, Patrick Evans
Bernie Erickson, Patrick Buckley

EXECUTIVE COMMITTEE

Monday, May 12, 2014

5:30 p.m.

Room 200, Northern Building

305 E. Walnut Street

NOTICE IS HEREBY GIVEN THAT THE COMMITTEE MAY TAKE ACTION ON ANY ITEM ON THE AGENDA.

- I. Call meeting to order.
- II. Approve/modify agenda.
- III. Approve/modify Minutes of April 7, 2014.

Comments from the Public

1. Review Minutes of:
 - a) LEAN Steering Committee (March 6, 2014).

**** PRESENTATION ****

District Sales Tax Termination & Future of the Stadium District
Presented by Patrick Webb, Executive Director
Green Bay Brown County Professional Football Stadium District

Communications

2. Communication from Supervisor Nicholson re: Review the half percent County Sales Tax/Packer Stadium Tax with updated information. *Referred from April County Board.*
3. Communication from Supervisor Robinson re: That a report on the results of the County Board listening sessions be given at the January Executive Committee Meeting and that discussion take place on priorities of further Brown County Action. *Held for a month.*
4. Communication from Supervisor Campbell re: Request to establish a Personnel Committee for Brown County to improve employee communications in Brown County. *Held for a month.*
5. Communication from Supervisor Campbell re: Discussion of Interns.
6. Communication from Supervisor Erickson re: Submit a progress report regarding how the County Interns are promoting Brown County. Determine if these positions are having a positive influence. *Referred from April County Board.*

Vacant Budgeted Positions (Request to Fill)

7. Child Support – Child Support Specialist – Paternity - Vacated 5/2/14.
8. Human Services – AODA Counselor - Vacated 5/1/14.
9. Human Services – Children, Youth & Families Manager - Vacated 5/16/14.
10. Human Services – SW/CM (Child Protection Intake/Ongoing) - Vacated 5/9/1.
11. NEW Zoo – Assistant Zookeeper - Vacated 5/1/14.
12. Parks Management – Park Supervisor - Vacated 3/1/14.
13. Public Works (Facility Mgmt) – Housekeeper (.5 FTE) - Vacated 4/18/14.
14. Public Works (Highway) – Highway Crew (x3) - Vacated 3/17/14; 3/20/14.

Legal Bills

15. Review and Possible Action on Legal Bills to be paid.

Reports

16. County Executive Report.
 - a) Brown County Board Listening Sessions Feedback.
17. Internal Auditor Report.
 - a) Board of Supervisors Budget Status Financial Report for January, February & March 2014.
 - b) Board of Supervisors (Veterans Recognition Subcommittee) Budget Status Financial March 2014.
 - c) Purchasing Function Audit – Highway Department – Update.
18. Human Resources Report.

Resolutions, Ordinances

- ~~19. Ordinance Amending Sections 4.92 and 4.93 of Chapter 4 of the Brown County Code Entitled "Grievance Procedure".~~
20. Resolution re: Change in Table of Organization for the Clerk of Courts Department.
21. Resolution re: Change in Table of Organization for the Human Services Department Social Worker/Case Manager.
22. Resolution re: 2013 Budget Overdraft and Shortfall Appropriations. *Referred from Admin.*

Closed Session: Notice is hereby given that the governmental body will adjourn into a closed session during the meeting on number 23 and 24 below, as authorized pursuant to Wisconsin Statutes Section 19.85 (1)(e) deliberating or negotiating the purchase of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, and Pursuant to Wis. Stat. § 111.70 as allowed for purposes of negotiating and collective bargaining, which authorizes the governmental body to convene in closed session.

23. Discussion and possible action on labor negotiations and bargaining with the Brown County Professional Sanitariums Contract.
24. Discussion and possible action on labor negotiations and bargaining with the Brown County Electricians Contract.

Reconvene into Open Session on the following:

23. Discussion and possible action on labor negotiations and bargaining with the Brown County Professional Sanitariums Contract.
24. Discussion and possible action on labor negotiations and bargaining with the Brown County Electricians Contract.

Other

25. Such other matters as authorized by law.
26. Adjourn.

Tom Lund, Chair

Notice is hereby given that action by the Committee may be taken on any of the items, which are described or listed in this agenda. The Committee at their discretion may suspend the rules to allow comments from the public during the meeting. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

PROCEEDINGS OF THE BROWN COUNTY EXECUTIVE COMMITTEE

Pursuant to Section 18.94 Wis. Stats., a regular meeting of the **Brown County Executive Committee** was held on Monday, April 7, 2014 in Room 200, Northern Building, 305 E. Walnut Street, Green Bay, Wisconsin.

Present: Chair Lund, Supervisor Erickson, Supervisor Moynihan, Supervisor Buckley, Supervisor Evans
Excused: Supervisor Fewell, Supervisor Vander Leest
Also Present: Paul Van Noie, Brent Miller, Michelle Conard, Dan Process, Juliana Ruenzel, Jim Jolly, Supervisor Robinson, Supervisor Sieber, Troy Streckenbach, Robert Bousley, Beth Lemke

I. Call Meeting to Order:

The meeting was called to order by Chairman Tom Lund at 5:30 p.m.

II. Approve/modify agenda:

Motion made by Supervisor Buckley, seconded by Supervisor Moynihan to approve. Vote taken.
MOTION CARRIED UNANIMOUSLY

III. Approve/modify Minutes of March 10, 2014.

Motion made by Supervisor Erickson, seconded by Supervisor Moynihan to approve. Vote taken.
MOTION CARRIED UNANIMOUSLY

Comments from the Public - None

Communications

1. **Communication from Supervisor Robinson re: That a report on the results of the County Board listening sessions be given at the January Executive Committee Meeting and that discussion take place on priorities of further Brown County Action. Held for a month to forward compilation from listening session to all department heads seeking input and return to Executive Committee next month.**

Supervisor Robinson expressed concern that no progress has been made in this matter. He did not feel that he was asking for anything outlandish; he simply is asking that the information from the listening sessions be shared with the department heads so they can look it over and give their opinions as to what issues may have merit and what does not. Robinson felt that at the very least, it is owed to the public to have their input evaluated. He is hopeful that this item will be placed on the May agenda and that some progress will be made by that time.

Supervisor Erickson thanked Robinson for bringing this forward and agreed that it has been dragging on. He suggested that the comments from the listening sessions be sorted out to the appropriate departments and sent to the department heads with an additional copy being sent to the County Executive so that when he meets with the department heads they can comment back and forth on what was determined to be of importance. Erickson continued that there are roughly 260,000 in Brown County and of those about 20 – 25 gave input at the listening sessions.

Robinson agreed that the list of ideas from the listening sessions should be forwarded to department heads and he would like to see some conversations take place on the ideas as to what are worth looking into further and what are not. He also felt that the list of ideas should be utilized in the budget process for the next cycle. He felt it would be good to have a report at this Committee in

May to see what progress has been made and at that point a decision can be made as to what, if anything, should be sent to the full Board.

Robinson continued that he disagreed with Erickson's characterization that 20 – 25 people in the community are steering the County. He views this more as an opportunity to consider public input and is a way for some really interesting ideas to be brought forward. He agreed that forwarding these ideas to the department heads made a lot of sense and he would like to see some progress when this comes back to the Committee in May.

Motion made by Supervisor Erickson, seconded by Supervisor Moynihan to bring back at the next Executive Committee meeting. Vote taken. MOTION CARRIED UNANIMOUSLY

2. **Communication from Supervisor Robinson re: Request that the Human Services Committee look into the travel reimbursement rate for County Sanitarians including discrepancies in these rates when compared with other County employees. *March Motion: To send to staff to find out what financial impact would be and report back to this committee.***

Robinson stated this was brought back from the last meeting for financial impact, however that information was not available at this time. Miller stated that this falls under Section 3.11 of the Ordinances and the rate paid for travel reimbursement is 80% of the IRS rate for all employees except some employees under the Sheriff's Department contract.

Erickson stated that the sanitarians are paid exactly what any other employee is paid and that is 80% of the IRS rate which he felt was a generous rate. He also indicated that the remaining 20% can be taken as a tax deduction on personal income tax returns so they are not losing anything. Further Erickson felt this rate was a better rate than received in the private sector. Erickson also noted that none of the sanitarians are in attendance at the meeting nor has he received any phone calls or e-mails on this. Erickson was in favor of leaving the rate as it is as he felt it was a generous rate.

Buckley said that he agrees with Erickson and also felt that the driving done by the sanitarians should be done as efficiently as possible. He also felt that giving the sanitarians 45 cents per mile was a generous rate (the IRS rate is 55 cents per mile). He felt that the sanitarians should be concentrating on things other than their mileage rate and further, he does not think any changes to the rate should be made without having the complete class and comp study.

With regard to the class and comp study referenced by Buckley, Robinson felt it would be interesting to see what other counties were paying for employee mileage and also noted that it was difficult to find sanitarians and there is huge competition for them. Secondly, Robinson stated his understanding was that a certain percentage of income needed to be reached in order to deduct mileage on tax returns.

Moynihan felt it was right to bring this communication forward to have the information requested provided.

Motion made by Supervisor Moynihan to hold until next regularly scheduled Executive Committee meeting. No second; no vote.

Motion made by Supervisor Erickson, seconded by Supervisor Evans to receive and place on file. Vote taken. Ayes: Evans, Erickson, Lund, Buckley Nay: Moynihan. MOTION PASSED 4 to 1

3. **Communication from Supervisor Campbell re: Request to establish a Personnel Committee for Brown County to improve employee communications in Brown County. *March Motion: That Supervisor Buckley and Supervisor Campbell come back to this committee with a concrete proposal for a personnel committee.***

Supervisor Evans stated his understanding was that one of the auspices of the Executive Committee was to act as a personnel committee and he is not in support of creating a separate personnel committee.

Motion made by Supervisor Buckley, seconded by Supervisor Moynihan to hold for one month. Vote taken. MOTION CARRIED UNANIMOUSLY

Vacant Budgeted Positions (Request to Fill)

4. **Administration – Administrative Coordinator - Vacated - 3/28/14.**
5. **Clerk of Circuit Court – Clerk Typist II (x2) - Vacated - 3/17/14; 5/3/14.**
6. **Clerk of Circuit Court – Deputy Juvenile Clerk - Vacated - 5/3/14.**
7. **Human Services – Account Clerk I - Vacated – *To be determined.***
8. **Public Works (Facilities Mgmt.) – Facility Worker (.5) - Vacated – 4/2/14.**

Motion made by Supervisor Moynihan, seconded by Supervisor Evans to suspend the rules and take Items 4 – 8 together. Vote taken. Ayes: Evans, Lund, Moynihan, Erickson Nay: Buckley MOTION CARRIED 4 – 1

Motion made by Supervisor Moynihan, seconded by Supervisor Evans to approve Items 4 – 8. Vote taken. Ayes: Evans, Lund, Moynihan, Erickson Nay: Buckley MOTION CARRIED 4 – 1

Legal Bills

9. **Review and Possible Action on Legal Bills to be paid.**

Motion made by Supervisor Moynihan, seconded by Supervisor Evans to pay the legal bills. Vote taken. MOTION CARRIED UNANIMOUSLY

Reports

10. **County Executive Report.**

County Executive Troy Streckenbach congratulated the Committee on their re-election to their Board positions. He indicated that there are a number of exciting things happening in Brown County at this time. The zip line will be opening at the NEW Zoo soon and Streckenbach felt this will help brand Brown County as a regional tourist destination. This will also benefit the Villages of Suamico and Howard in a number of different ways. Streckenbach continued that in late May or early June the grand opening of the new golf course greens will be held and this will also have a positive impact on the County.

Streckenbach also stated that the 2015 budget is being worked on and different strategies are being considered. The largest expense will be that of the interoperability project and associated maintenance costs.

Motion made by Supervisor Buckley, seconded by Supervisor Evans to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

11. Internal Auditor Report.

a) Board of Supervisors Budget Status Financial Report for December, 2013.

Internal Auditor Dan Process stated that the Board of Supervisors came in within budget. The reason for the overage on the chargeback was due to the large grievance packet that was printed and mailed out last year. Moynihan gave kudos to the County Board staff for operating within the budget and he wished to thank them for that.

Supervisor Erickson asked Process to advise department heads to include where they are with regard to total expenses and total revenue on the graphs provided to the Committees. Process stated that he will do this.

Motion made by Supervisor Moynihan, seconded by Supervisor Erickson to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

b) Quarterly Status Update.

Process referred to Number 1 of his quarterly status update and felt that sending out a notification to all department heads on an annual basis to review administrative policy A-10 and have them sign off that they are complying with this may alleviate problems in the future. Lund and Moynihan both advised Process that this would come under his authority as Internal Auditor.

Motion made by Supervisor Buckley, seconded by Supervisor Evans to receive and place on file. Vote taken. MOTION CARRIED UNANIMOUSLY

12. Human Resources Report.

a) Discussion and approval re: Hiring a Senior Civil Engineer at Step 7.

Brent Miller stated that any position that comes in above a Step 6 has to have County Board approval. This particular position has already been approved at Planning, Development and Transportation Committee. The position is for an individual that is trained on bridge inspections and the cost of this salary-wise is about \$1,600 to go from a Step 6 to a Step 7.

Public Works/Highway Director Paul Van Noie explained that earlier this year the State of Wisconsin enhanced its bridge inspection rules. In 2013 approximately two man months were spent doing inspections, however, this year there will be considerably more work and time spent on bridge inspections and this will amount to closer to twelve man months. He noted that this is an unfunded mandate. Van Noie felt that they need someone with the background that can handle this.

Erickson indicated that the position was approved at budget time and this discussion is only to raise the pay from Step 6 to Step 7.

Moynihan questioned if this would have to be done through a resolution. Streckenbach stated that this does not require any funding and is already in the budget. Secondly, the position has been approved in the budget and the only reason this is before the Committee is because it is above a Step 6.

Buckley would like to see some formal action other than a discussion and approval at the committee level. Lund felt that it should be presented to the County Board in resolution form along with an explanation as to why the resolution was created and what the dollar factor is and that the position has already been approved.

Motion made by Supervisor Moynihan, seconded by Supervisor Erickson to approve hiring a Senior Civil Engineer at Step 7 in resolution form at the next County Board meeting. Vote taken.

MOTION CARRIED UNANIMOUSLY

Resolutions, Ordinances

- 13. Initial Resolution Authorizing the Issuance of Not to Exceed \$5,665,000 General Obligation Bonds of Brown County, Wisconsin in one or more series at one or more times.**

Buckley noted that some departments are returning money to the general fund this year and he recalled that throughout the years the plan seemed to be to cut back on bonding. He would like to know if this actually needs to be bonded for or if there was a possibility to cover it from money from the general fund. He would like to see numbers as to what is currently in the general fund.

Miller noted that the current fund balance is one of the reasons the County has been able to maintain their AAA bond rating which saves about \$200,000 in interest a year. The bonding companies will not provide a specific number as to what needs to be in the general fund to maintain the AAA rating.

Streckenbach stated that the long term goal has been to look at how to eventually get the road projects into the overall operating budget. In the short term, the Highway Department has been looking into the asphalt plant and construction of roads and extending road life. The second part of this is looking at how to come up with the funding to pay for the roads over the long term. This will take time and if we go to the general fund it would have to be weighed as a long term solution as it would be a major impact to the County's financial structure. Streckenbach stated that there are five counties that have a AAA bond rating, and, of those, Brown County does not compare with the others when it comes to debt. Part of the reason Brown County is able to maintain the AAA rating is because the funds in the general fund are healthy. Streckenbach continued that the County's overall debt is going down.

Buckley asked if any of the projects were being funded out of our own pocket. He felt that there was ample money in the general fund, some of that should be used for projects instead of bonding for them, even though the interest rates are good right now.

Erickson commented that there has been excellent management at the Public Works Department and noted that many of the budgets last year came in under budget and because of this, they have been able to extend out some of the money and do more miles and complete additional projects. He continued that the Highway Department operates very frugally and works extremely hard to get the most out of every dollar.

Motion made by Supervisor Erickson, seconded by Supervisor Moynihan to approve. Vote taken.

MOTION CARRIED UNANIMOUSLY

- 14. Ordinance to Amend Sections 2.16 of the Brown County Code Entitled, "Appointment Terms for Committees, Commissions and Boards".**

Lund noted that this was brought forward last month by Supervisor Fewell who felt that anybody who serves on a commission or board should be in the taxing district that that board or commission serves.

Motion made by Supervisor Erickson, seconded by Supervisor Buckley to approve. Vote taken.

MOTION CARRIED UNANIMOUSLY

15. Ordinance Amending Sections 4.92 and 4.93 of Chapter 4 of the Brown County Code Entitled "Grievance Procedure".

Corporation Counsel Juliana Ruenzel provided the Committee with a red lined copy of the proposed changes to the ordinance, a copy of which is attached. She explained that the grievance process would go from the impartial hearing officer to the Executive Committee if there were an appeal. The Executive Committee would then review the information and make a recommendation to the full County Board. Under this procedure, the County Board does not have to be involved in the full process.

Motion made by Supervisor Moynihan, seconded by Supervisor Buckley to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

16. Resolution re: Change in Table of Organization for the Neville Public Museum Technician.

Interim Museum Director Beth Lemke and Brent Miller addressed Committee. Lemke advised that this is a salary savings and will also help out the curator.

Motion made by Supervisor Evans, seconded by Supervisor Moynihan to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

17. Resolution re: The reclassification of the Clerk/Typist II Position at the Neville Public Museum.

Lemke stated that this position is not in the proper classification. She stated that there would be a small salary differential for this year and this will be properly budgeted for in 2015.

Buckley stated that he does not agree with reclassing positions without the benefit of having the comp and class study. He noted that this has also come up in the Public Safety area and he does not agree with this.

Motion made by Supervisor Evans, seconded by Supervisor Moynihan to approve. Vote taken. Ayes: Evans, Lund, Moynihan, Erickson Nay: Buckley MOTION CARRIED 4 – 1

18. Resolution re: Change in Table of Organization for the Neville Public Museum Project Operations Manager LTE & Cataloger LTE Grant Funded.

Lemke reported that grant funding ran out for this position last week and this is a reallocation of already budgeted funds to finish the project. This will also allow more time to go after another grant to continue on to finish the cataloging.

Motion made by Supervisor Erickson, seconded by Supervisor Moynihan to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

19. Resolution re: Change in Organization for the Human Services Department Social Worker/Case Manager.

Motion made by Supervisor Evans, seconded by Supervisor Moynihan to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

20. Resolution re: Reclassification of Positions in the Human Services Department (Receptionist, Switchboard Operator, Clerk Receptionist, Switchboard Operator/Receptionist).

Evans stated that this will allow for cross training in the Human Services Department.

Erickson stated that to him it appears that what is being done is taking all of the positions and making them into one position. Miller stated that that is essentially what is happening but this will not affect any current employees. Erickson asked why these positions have different salaries and it was explained that they all came from different unions and further, the number of hours worked are different.

Motion made by Supervisor Moynihan, seconded by Supervisor Buckley to hold for one month. Vote taken. MOTION CARRIED UNANIMOUSLY

21. Resolution re: Change in Table of Organization for the Public Works Department LTE Highway Maintenance Worker.

Motion made by Supervisor Erickson, seconded by Supervisor Moynihan to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

22. Resolution re: Reclassification of Positions in the Land and Water Conservation Department Agronomist Technician & Engineering Technician.

Miller stated that they have an accepted offer for an engineering technician but the problem with the agronomist is that they have not been able to recruit one. There are plenty of people applying out of college, but they do not have the appropriate qualifications and experience. This resolution has been approved unanimously at PD & T. The resolution needs to be amended to take out the engineering technician.

Motion made by Supervisor Moynihan, seconded by Supervisor Erickson to approve resolution striking engineering technician at pay grade 17. Vote taken. MOTION CARRIED UNANIMOUSLY

Closed Session: Notice is hereby given that the governmental body will adjourn into a closed session during the meeting on number 1 below, as authorized pursuant to Wisconsin Statutes Section 19.85 (1)(e) deliberating or negotiating the purchase of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, and Pursuant to Wis. Stat. § 111.70 as allowed for purposes of negotiating and collective bargaining, which authorizes the governmental body to convene in closed session.

23. Discussion and possible action on labor negotiations and bargaining with the Sheriff Department Supervisory Employee Contract.

Motion made by Supervisor Moynihan, seconded by Supervisor Buckley to enter into closed session. Roll Call Vote Taken: Ayes: Evans, Lund, Moynihan, Erickson, Buckley. MOTION CARRIED UNANIMOUSLY

Motion made by Supervisor Moynihan, seconded by Supervisor Evans to return to open session. Roll Call Vote Taken: Ayes: Evans, Lund, Moynihan, Erickson, Buckley. MOTION CARRIED UNANIMOUSLY

Reconvene into Open Session on the following:

- 24. Discussion and possible action on labor negotiations and bargaining with the Sheriff Department Supervisory Employee Contract**

Motion made by Supervisor Moynihan, seconded by Supervisor Buckley to approve a resolution authorizing execution of the 2014 agreement with Brown County Sheriff Department Supervisory Employees. Vote taken. MOTION CARRIED UNANIMOUSLY

Other

- 25. Such other matters as authorized by law.**

None.

- 26. Adjourn.**

Motion made by Supervisor Evans, seconded by Supervisor Buckley to adjourn at 6:43 pm. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Therese Giannunzio
Recording Secretary



Brown County LEAN Steering Committee Minutes of March 6, 2014 Meeting

Attendance: Cathy Williquette Lindsay, Troy Streckenbach, Lynn VandenLangenberg, Brent Miller, Nancy Fennema, Renee Ruiz, John Zacek, Paul Van Noie and Judy Knudsen

Regrets: Brad Hopp

Guests: None

Minutes: A motion was made by Brent Miller and seconded by John Zacek to approve the February 6, 2014 minutes. Motion carried.

Welcome/Introductions: Nancy Fennema, Brown County Human Services and Renee Ruiz, Brown County Public Safety - Communications were welcomed to the committee.

Report Out Airport Housekeeping: Will reschedule for April LEAN Steering Committee meeting.

Revised LEAN Steering Committee Charter: Cathy Williquette Lindsay updated the LEAN Charter to reflect new membership. When the Technology Services Director is hired, this person will be invited to serve on this committee. Supervisor Brad Hopp will be a member until April. He would be interested in serving as a citizen member. The Committee discussed having a County Supervisor serve on the Steering Committee.

Revised Report Out Format: Participation certificates will be awarded at the report out immediately following the event. A group photo will be taken at this time. Representation at these events will be provided by the County Executive, Organizational Development Coordinator and LEAN Steering Committee Chair. Other members of the LEAN Steering Committee are encouraged to attend as well.

Project & Facilitator Update: Lynn VandenLangenberg reported Child Support will hold an event. Two employees interested in being facilitators will participate in this event. Lynn is working with NWTC to offer facilitation training for current and potential facilitators. This training will provide an opportunity for team building as new facilitators are welcomed into the group. There is a potential of eight new facilitators. John Zacek is interested in conduction training on the A3 process. If Steering Committee members know of employees who are interested in being a facilitator, please contact Lynn VandenLangenberg.

Human Services Project Update: Nancy Fennema reported on LEAN events scheduled in Human Services for 2014. In the future, this information will be shared with Lynn VandenLangenberg prior to events being held so there is seamless communication in place rather than two reports on the agenda regarding upcoming events.

LEAN Fundamentals for Local Government Training Conference: Cathy Williquette reported 57 individuals are signed up to attend.

Next Meeting: Thursday, April 3, 2014 in the Veteran's Conference Room.

Respectfully Submitted

Judy Knudsen

**GREEN BAY/BROWN COUNTY PROFESSIONAL FOOTBALL
STADIUM DISTRICT**

**BROWN COUNTY BOARD OF SUPERVISORS
EXECUTIVE COMMITTEE
MAY 12, 2015**

FUTURE OF THE STADIUM DISTRICT BOARD AND SALES TAX

1. Requirements for Optional Dissolution of the District:
 - a) Payment of all bonds (completed August 2011)
 - b) Certification of full funding of statutory reserves
 - c) Performance of other contractual obligations

2. Certification of Full Funding of Reserves (Attached):
 - a) Required funding equals approximately \$93,000,000
 - b) Accumulated to date approximately \$66,000,000
 - c) Expected time to complete full funding of reserves is 12.4 months

3. Sales Tax Termination:
 - a) Certification of full funding expected May or June 2015
 - b) Termination of sales tax collections expected September or December 2015:
 - s. 77.707(2) Retailers and the department of revenue may not collect a tax under s. 77.706 for any local professional football stadium district created under subch. IV of ch. 229 after the last day of the calendar quarter that is at least 120 days from the date on which the local professional football stadium district board makes all of the certifications to the department of revenue under s. 229.825 (3), except that the department of revenue may collect from retailers taxes that accrued before the day after the last day of that calendar quarter and fees, interest and penalties that relate to those taxes.

Lambeau Field Stadium District
Summary of Investments for Annual Stadium Maintenance 75-G485-01-6
1-May-14

Year	Term	**Estimated Annual Distribution	***Annual Administrative Fees	Par Value of Treasury Strips Required	Current Par Value Amount	Par Value Balance Needed	Actual Cost	Current Discount Rate	Remaining Projected Present Value	Ave. Yield on Invested Assets
*2015	0.8	3,001,162	-	3,002,000	1,965,000	1,037,000	1,997,055	0.10%	1,036,171	Bonds maturing prior to Jan 1, 2015
Sales Tax Funding Requirements										
2016	1.8	4,553,796	100,000	4,654,000	3,600,000	1,054,000	3,541,018	0.19%	1,050,405	0.48% UST 11/15/15
2017	2.8	4,690,411	100,000	4,791,000	3,600,000	1,191,000	3,483,063	0.64%	1,169,914	0.64% UST 11/15/16
2018	3.8	4,831,123	100,000	4,932,000	3,820,000	1,112,000	3,662,564	1.14%	1,065,118	0.80% UST 11/15/17
2019	4.8	4,976,057	100,000	5,077,000	3,470,000	1,607,000	3,255,857	1.55%	1,492,630	1.19% UST 11/15/18
2020	5.8	5,125,338	100,000	5,226,000	1,100,000	4,126,000	988,096	1.90%	3,699,295	1.82% UST 11/15/19
2021	6.8	5,279,098	100,000	5,380,000	3,600,000	1,780,000	3,237,552	2.18%	1,537,205	1.35% UST 11/15/20
2022	7.8	5,437,471	100,000	5,538,000	3,350,000	2,188,000	2,879,039	2.42%	1,815,708	1.76% UST 11/15/21
2023	8.8	5,600,595	100,000	5,701,000	3,350,000	2,351,000	2,756,714	2.60%	1,875,668	2.04% UST 11/15/22
2024	9.8	5,768,614	100,000	5,869,000	4,015,000	1,854,000	2,967,111	2.74%	1,422,532	3.04% UST 11/15/23
2025	10.8	5,941,672	100,000	6,042,000	4,450,000	1,592,000	3,178,085	2.86%	1,174,034	3.09% UST 11/15/24
2026	11.8	6,119,922	100,000	6,220,000	4,850,000	1,370,000	3,491,353	2.96%	971,028	2.67% UST 11/15/25
2027	12.8	6,303,520	100,000	6,404,000	5,100,000	1,304,000	3,304,607	3.06%	886,592	3.34% UST 11/15/26
2028	13.8	6,492,625	100,000	6,593,000	5,175,000	1,418,000	3,347,206	3.15%	924,274	3.11% UST 11/15/27
2029	14.8	6,687,404	100,000	6,788,000	4,975,000	1,813,000	3,129,829	3.24%	1,130,961	3.03% UST 11/15/28
2030	15.8	6,888,026	100,000	6,989,000	5,750,000	1,239,000	3,339,391	3.31%	740,665	3.30% UST 8/15/29 & 11/15/29
2031	16.8	7,094,667	100,000	7,195,000	5,760,000	1,435,000	3,196,623	3.36%	823,626	3.40% UST 5/15/30 & 11/15/30
		91,790,339	1,600,000	93,399,000	65,965,000	27,434,000	49,758,107		21,779,655	2.37%

12.4

*Estimated Months Left to Fund Maintenance Fund (Based on Average Monthly Receipts = \$1.75 million)
(Does not include 2015 maintenance year)*

* Balance needed to fund 2015 - will come from stadium district
** Distributions based on 3% Annual Increase - updated 4/30/13
*** Administrative fees to be funded in a segregated account (84-9031-00-0)
Annual funding must be available on the first business day of each year.

HUMAN RESOURCES DEPARTMENT

Brown County

305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600



BRENT MILLER

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES MANAGER

May 12, 2014

Departments for position approval process at May 12, 2014 Executive Committee:

7. **Child Support – Child Support Specialist – Paternity**
Vacated 5/2/14
8. **Human Services – AODA Counselor**
Vacated 5/1/14
9. **Human Services – Children, Youth & Families Manager**
Vacated 5/16/14
10. **Human Services – SW/CM (Child Protection Intake/Ongoing)**
Vacated 5/9/1
11. **NEW Zoo – Assistant Zookeeper**
Vacated 5/1/14
12. **Parks Management – Park Supervisor**
Vacated 3/1/14
13. **Public Works (Facility Mgmt) – Housekeeper (.5 FTE)**
Vacated 4/18/14
14. **Public Works (Highway) – Highway Crew (x3)**
Vacated 3/17/14; 3/20/14;

CHILD SUPPORT

Brown County

305 E. WALNUT ST.
PO BOX 23600
GREEN BAY, WISCONSIN 54305-3600



April 18, 2014

TO: Troy Streckenbach, County Executive
Brent Miller, HR Manager
Chad Weininger, Director of Administration

FROM: Maria Lasecki, Director
Brown County Child Support Agency

SUBJECT: Request to Fill – Child Support Specialist-Paternity

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior to** submitting the A1 form.)

The position description has been reviewed and is current. It has been submitted to HR for the purpose of documenting that it has recently been reviewed.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

Child support enforcement is a joint federal, state and local responsibility. The Child Support Specialist-Paternity, as a member of the paternity unit, works in conjunction with a team of enforcement specialists, accounting technicians and clerical representatives to provide federally mandated child support enforcement services including: locating absent parents, establishing paternity/financial/medical support orders, enforcing current and past due child support and modifying existing child support orders. This position is responsible for performing complex legal work to establish and enforce court orders (regarding financial, medical and other related matters) in accordance with federal regulations, state statute and administrative code.

As a general overview, individuals who receive public assistance thru Human Services under TANF (Temporary Assistance to Needy Families or Medicaid) are automatically referred to the child support agency for services. If cash benefits are received, support owed to the family is assigned to the state as a condition of TANF. When child support is collected, it is used to reimburse the state and federal governments to offset welfare benefits paid to the family. The agency also collects parental contributions for foster care and kinship care placements.

Individuals who do not receive public assistance may apply for child support services from the division. In non-TANF cases, child support collections are forwarded to the custodial party. Other states also refer cases to the department for action when a non-custodial parent lives in Wisconsin.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

The Brown County Child Support paternity unit currently handles approximately 900 cases. (Brown County is one of Wisconsin's five largest agencies-our overall IVD caseload is approaching 14,000 cases with an additional 5,000 NIVD cases served). This position is responsible for communicating with participants who may be pregnant or have recently given birth, explaining child support services, requirements, intervention and the law, locating potential fathers, conducting interviews with parents, performing and submitting genetic testing, filing legal paperwork (summons, affidavits, motions and orders for appearance), referring non-compliant participants for benefit termination and enforcing orders. In addition to understanding and correctly interpreting the law, the paternity specialist must be skilled in educating participants about the complexities and legalities of paternity establishment and child support enforcement. This position requires strong analytical/problem solving skills, excellent communication skills (both orally and in writing), knowledge of the law and legal system and ability to effectively work with individuals of varying backgrounds, cultures, socio-economic status, educational levels and LEP capabilities. The paternity specialist must also be knowledgeable with regard to public assistance eligibility, community resources and in the use multiple computer systems.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

As with all vacancies, this opening presents the opportunity for the Child Support Agency to reassess service provision and departmental efficiencies. Through a strategic planning work groups, the agency continuously examines internal operational procedure and addresses work flow inefficiencies. We have firmly established the need for the department to maintain three paternity specialists. In fact, if anything, another paternity specialist should be added to meet the growing caseload sizes and complexities of case circumstances.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Budgeted funds are sufficient to cover the cost of this position being filled.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

The impact of not filling the position (for any period of time) will have a very direct, negative effect on the department in many ways. Despite the fact that savings will be achieved while the position remains open, coverage for this area is being maintained by current paternity specialists as well as other staff cross trained to perform duties in addition to their own full time positions. Funding for the Child Support Agency is based on performance measures (which specifically include work performed by this position: Paternity Establishment). It is imperative that the salary savings not be viewed as sustainable-short of emergent situations-as coverage can not be provided by other staff who: a) are not knowledgeable in the statutes that govern paternity related matters and b) who have very specific performance measures to meet themselves in order to secure the maximum state and federal funding for the following fiscal year.

Budget Impact Calculation

Department: Child Support
Position: Child Support Specialist - Paternity

Partial Budget Impact: 5/19/14-12/31/14 32 weeks

Salary \$ 25,344.00

Fringe Benefits \$ 13,731.08

\$ 39,075.08

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee Meeting

Annualized Budget Impact:

Salary \$ 41,184.00

Fringe Benefits \$ 22,313.00

\$ 63,497.00

Note: this position is in the 2014 budget

Position vacated: 5/2/2014

Budgeted hourly wage rate: \$19.80

Total Number of FTEs Budget for this position title in budget: 3

Number of FTEs Unfunded for this position in budget 0

Total Number of FTEs Available to be filled for this title in budget 3

Number of FTEs filled with this position vacant: 2

Percent of this position staffed: 67%

Analyst Recommendation: This position is one of three responsible for providing all paternity establishment related services for over 900 cases. Failing to fill it will drastically affect services to Brown County taxpayers, and affect our overall performance measure. I recommend approval. Tom Smith

Contact Maria Lasecki 448-7601

BROWN COUNTY HUMAN SERVICES

111 N. Jefferson Street
P.O. Box 22188
Green Bay, WI 54305-2188



Phone (920) 448-

Date: 4-8-2014

TO: Troy Streckenbach, County Executive
Brent Miller, Human Resources Manager

FROM: Ian Agar, Behavioral Health Manager for Jeremy Kral, Human Services Executive
Director

Brown County Human Services Department

SUBJECT: Request to Fill – AODA Counselor

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior to** submitting the A1 form.)

Job Description is current.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

Services are required under Wisconsin Statutes, per Chapter 51, 75, 34 and 35, these requiring that we provide a full continuum of services and utilize the varied funding streams.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

Job performance is evaluated ongoing, in accordance with established aoda, mental health, counseling, and case management practices.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

Currently, the number of available counselors, including this position, are such that we have enough capacity to simply meet existing needs, without the inclusion of growing drug court support needs and other AODA related community needs that are pressing on our systems currently.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Existing funds are adequate to meet the costs associated with this position.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

Failure to fill this position in the short or longer term would result in our staff being unable to meet statutory obligations, we would fall into non-compliance with program certification, and could lose certification and capacity to meet client needs by virtue of such program certification being lost. This would result in unmet client needs, and increase local hospital and emergent system use within the community.

Budget Impact Calculation

Department: Human Services-Community Treatment Program
Position: AODA Counselor

Partial Budget Impact: 5/19/14-12/31/14 **32 Weeks**

	Full Time
Salary	\$ 24,540.31
Fringe Benefits	\$ 13,609.23
	<hr/>
	\$ 38,149.54

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

	Full Time
Salary	\$ 39,878.00
Fringe Benefits	\$ 22,115.00
	<hr/>
	\$ 61,993.00

Note: this position is in the 2014 budget

Position vacated: 5/1/2014

Budgeted hourly wage rate: \$20.45

Total Number of FTEs Budget for this position title in budget:	8.8
Number of FTEs <u>Unfunded</u> for this position in budget	<u>0</u>
Total Number of FTEs Available to be filled for this title in budget	8.8
Number of FTEs filled with this position vacant:	7.8
Percent of this position staffed:	89%

Analyst Recommendation: This position is needed to maintain current caseload. This position was just evaluated in February, and actually increased the FTE assigned, and an employee has resigned since. I recommend approval. Thomas Smith

Contact Ian Agar 391-6959

Brown County

P.O. BOX 23600
GREEN BAY, WI 54305-3600

April 10, 2014

TO: Troy Streckenbach, County Executive
Brent Miller, Human Resources Manager

FROM: Nancy Fennema, Director of Community Programs
Human Services

SUBJECT: Request to Fill – Children, Youth & Families Manager (updated title of the Child Protective Services / Juvenile Justice Manager)

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior to** submitting the A1 form.)

The position description was reviewed and the necessary updates were made.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

The position accomplishes mandatory duties in the area of the overall management of the Human Services Department's children, youth, and family services, working to meet the requirements of the department under Wisconsin Chapters 46, 48 and 938 and Administrative rules DHS 35 and DCF 59.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

The Children, Youth and Family Manager provides supervision to nine supervisors for Child Protection Services, Juvenile Justice, Shelter Care and our Child and Adolescent Behavioral Health unit. Performance is shown by regulatory compliance, regular reporting, strategic planning and personnel performance.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

At this time there is not an opportunity to streamline or reorganize Children, Youth and Family.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Funding is available as a portion of the 2014 budget.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

It is not wise to delay filling of this position given the responsibilities and expectations.

Budget Impact Calculation

Department: Human Services
Position: Children, Youth & Families Manager

Partial Budget Impact: 5/19/14-12/31/14 **32 Weeks**

Salary	\$ 40,434.46
Fringe Benefits	\$ 16,040.62
	\$ 56,475.08

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary	\$ 65,706.00
Fringe Benefits	\$ 26,066.00
	\$ 91,772.00

Note: this position is in the 2014 budget

Position vacated: 5/16/2014

Budgeted hourly wage rate: \$31.59

Total Number of FTEs Budget for this position title in budget:	1
Number of FTEs <u>Unfunded</u> for this position in budget	0
Total Number of FTEs Available to be filled for this title in budget	1
Number of FTEs filled with this position vacant:	0
Percent of this position staffed:	0%

Analyst Recommendation: This position is essential to the management of the Child Protection, Juvenile Justice, CABHU and Shelter Care. It is a key management position overseeing the programs. I recommend approval. Thomas Smith

Contact Nancy Fennema 448-6019

BROWN COUNTY HUMAN SERVICES

111 N. Jefferson Street
P.O. Box 22188
Green Bay, WI 54305-2188



Phone (920) 448-6000 Fax (920) 448-6166

April 8, 2014

TO: Troy Streckenbach, County Executive
Brent Miller, Human Resources Manager

FROM: John Bushmaker, Child Protection Supervisor
Human Services

SUBJECT: Request to Fill –Social Worker/Case Manager – Child Protection Intake/Ongoing

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior to** submitting the A1 form.)

The position description is current.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

Yes, the duties are State mandated. Child Protective Services involves investigations of child abuse and neglect, court work, and ongoing service provisions.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

The employee would be available to work 37.5 hours a week and would carry a case load equivalent to a 1.0 FTE social worker. A recent State Quality Service Review confirmed that Brown County has higher caseloads for child welfare workers than many other large counties and that required performance will continue to be a struggle if Brown County remains at current staffing levels.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

This position is necessary to meet the high volume of child abuse and neglect reports.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

There is enough money in the current budget to fill this position.



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6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

The impact would be to fall short of the State requirements for Child Protection and become liable for penalties. Most importantly we would have difficulty responding to all child safety needs.

Budget Impact Calculation

Department: Human Services
Position: Social Worker/Case Manager (Child Protection Intake/Ongoing)

Partial Budget Impact: 5/19/14-12/31/14 **32 Weeks**

Salary	\$ 36,912.00	
Fringe Benefits	\$ 15,502.77	
	\$ 52,414.77	

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary	\$ 59,982.00	
Fringe Benefits	\$ 25,192.00	
	\$ 85,174.00	

Note: this position is in the 2014 budget

Position vacated: 5/9/2014

Budgeted hourly wage rate: \$30.76

Total Number of FTEs Budget for this position title in budget:	115.8
Number of FTEs <u>Unfunded</u> for this position in budget	0
Total Number of FTEs Available to be filled for this title in budget	115.8
Number of FTEs filled with this position vacant:	110.8
Percent of this position staffed:	96%

Analyst Recommendation: This position is needed to maintain current caseload. The authorized number includes all social workers, and the ability to relocate them is completely an operational issue. The current supervisor is responsible for 8 of the 115.8 FTE, and he will be going down to 7. I recommend approval.
 Thomas Smith

Contact John Bushmaker 391-6959

NEW ZOO

Brown County

4418 REFORESTATION ROAD
GREEN BAY, WISCONSIN 54313

PHONE (920) 434-7841 ext. 105 FAX (920) 434-4162
E-MAIL ANDERSON_NS@CO.BROWN.WI.US



NEIL S. ANDERSON

DIRECTOR

4/16/14

TO: Troy Streckenbach, County Executive
Director of Administration
Brent Miller, Director of Human Resources

FROM: Neil Anderson, Director
Northeastern Wisconsin Zoo and Brown County Parks

SUBJECT: Request to Fill – .85 FTE Assistant Zookeeper

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department **prior** to submitting the A1 form.)

The position description is current.

2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

These positions are essential to provide the level of animal care and welfare required by AZA and the USDA Standards of Animal Care as defined by the Animal Welfare Act

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

Measurements include: sanitation levels, exhibit and animal handling safety records, animal diet and weight logs, enrichment and training reports, SSP breeding program success, daily Keeper route reports, budget compliance. All of these factors are basis for USDA and AZA compliance. Visitor, volunteer and staff feedback provides a basis for measurement of skill with communication and PR duties

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

Although we continue to look for ways to maximize use of Keeper time, no further streamlining is possible. It would not be possible to maintain current level of USDA and AZA compliance without these essential animal care positions filled.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Zoo budget includes funding for this position

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

Animal health and welfare would be compromised if these positions were not filled immediately. To maintain USDA and AZA compliance, it would be necessary to incur overtime pay (Zookeepers would need to work 7 days/week and would not be able to use vacation/personal day or holiday benefits. Additionally, managers (Curator, Director) would need to suspend their own duties to cover animal care duties should these positions remain vacant.

Budget Impact Calculation

Department: NEW Zoo
Position: Assistant Zookeeper

Partial Budget Impact: 5/19/14-12/31/14 **32 Weeks**

Salary	\$ 14,067.08
Fringe Benefits	<u>\$ 12,006.15</u>
	\$ 26,073.23

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary	\$ 22,859.00
Fringe Benefits	<u>\$ 19,510.00</u>
	\$ 42,369.00

Note: this position is in the 2014 budget

Position vacated: 5/1/2014

Budgeted hourly wage rate: \$10.99

Total Number of FTEs Budget for this position title in budget:	2.85
Number of FTEs <u>Unfunded</u> for this position in budget	<u>0</u>
Total Number of FTEs Available to be filled for this title in budget	2.85
Number of FTEs filled with this position vacant:	1.85
Percent of this position staffed:	65%

Analyst Recommendation: The assistant zookeepers are essential to the day to day animal care operations. This position is necessary to maintain AZA Accreditation Standards, as well as USDA standards of Care defined under the Animal Welfare Act. I recommend Approval. Thomas Smith

Contact Neil Anderson 662-2401

NEW ZOO & ADVENTURE PARK

Brown County



4418 REFORESTATION ROAD
GREEN BAY, WISCONSIN 54313

NEIL S. ANDERSON
DIRECTOR

PHONE (920) 434-7841 ext. 105 FAX (920) 434-4162
E-MAIL ANDERSON_NS@CO.BROWN.WI.US

April 17, 2014

TO: Troy Streckenbach, County Executive
Brent Miller, Human Resources Manager
Chad Weininger, Director of Administration

FROM: Neil Anderson, Zoo and Park Management Director
Zoo and Park Management

SUBJECT: Request to Fill – Adventure Park Supervisor

1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department prior to submitting the A1 form.)

The position description submitted has been adjusted to fit the roll of Adventure Park Supervisor. The description will need to be reviewed and approved by HR. It has been submitted to the HR Department.
2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.

The Adventure Park, NEW Zoo and Park Management are not mandatory services, but they are essential services to our community. The parks provide a catalyst for the economy and an alternative to a healthy and sustainable lifestyle.
3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

This position will be evaluated annually and program development and customer satisfaction will also be taken into account.
4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.

We attempted to hold this position, but due to the nature and operations of the Adventure Park have since realized current staff workloads will not be able to support the Adventure Park and its components at present staffing levels. The position also is critical in oversight of all safety compliance of the new Adventure Park.
5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?

Yes- The Parks and Adventure Park budget will support this position and is budgeted in the 2014 budget. Significant savings has occurred during the time this position has been vacant.
6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?

If the position is not filled in the near future the park will not be operated at its potential. Nearly 15 seasonal staff members will be hired in the next few weeks and this position will be responsible for the training of these staff, course inspections, climbing gear inventory and use logs, course maintenance, policy and procedure development, records retention, team building development, the safety of all participants, along with other duties.

Budget Impact Calculation

Department: Parks Management
Position: Park Supervisor

Partial Budget Impact: 5/19/14-12/31/14 **32 Weeks**

Salary	\$ 28,454.15	
Fringe Benefits	\$ 14,207.38	
	\$ 42,661.54	

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary	\$ 46,238.00	
Fringe Benefits	\$ 23,087.00	
	\$ 69,325.00	

Note: this position is in the 2014 budget

Position vacated: 3/1/2014

Budgeted hourly wage rate: \$22.23

Total Number of FTEs Budget for this position title in budget:	1	
Number of FTEs <u>Unfunded</u> for this position in budget	0	
Total Number of FTEs Available to be filled for this title in budget	1	
Number of FTEs filled with this position vacant:	0	
Percent of this position staffed:	0%	

Analyst Recommendation: This position is critical for the operational needs of the Adventure Park and Reforestation Camp activities. This position manages the day to day operations, staff scheduling, staff training, and provides oversight to ensure safety compliance for park attractions, programs, and activities. I recommend Approval. Todd VanDen Heuvel

Contact Neil Anderson 662-2401

PUBLIC WORKS

Brown County



BROWN COUNTY COMMUNITY TREATMENT CENTER
3150 GERSHWIN DRIVE
GREEN BAY, WISCONSIN 54311

DIANE L. LE BOEUF, CEH
HOUSEKEEPING MANAGER

PHONE (920) 391-4856 FAX (920) 391-4869
E-MAIL LEBOEUF_DL@CO.BROWN.WI.US

4/21/2014

TO: Troy Streckenbach, County Executive
Chad Weinger, Administration Dept. Director

FROM: Diane LeBoeuf, Housekeeping Manager
Public Works / Facilities Management

RE Request to fill – one .5 FTE Position

1. Is this position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department prior to submitting the A-1 Form).

Yes, it's current.

2. Are the duties of the position related to essential (mandatory) services? If yes, please explain.

- Yes, this position is essential.
- Proper cleaning and maintenance of our County buildings is necessary to meet and exceed the building's life expectancy and this includes the life expectancy of the interiors and furnishings as well.
- There are also safety concerns – floors are not clean pose slip and fall hazards for our employees and building visitors.

3. Describe job performance measurement for this position (clients, caseload, work output, etc.)

- Housekeeping performance is measured by quality inspections of the areas they are assigned, feedback from employees, and internal and external customers. The current Housekeeping clean rates well above the average per hour square foot cleaning.
- Clean and sanitary buildings provide a better working environment for all building occupants; it also creates a good working environment for all employees which in turn reduce absenteeism.
- In-house employees per my own personal experience, internal customer opinions, and the opinion of the County Board provide a reliability, trustworthiness, confidentiality and flexibility of staff. We monitor staff and evaluate them on a regular basis.

4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating, and/or outsource job responsibilities.
 - This one .5 FTE position was vacated on 4/18/14. This position is in the 2014 budget.
 - My staff is working overtime and may have to hire temps to keep up with the work.
 - Previous yearly reorganization efforts have decreased staff significantly to the point that there is not "fat" left to remove.
 - 2012-I dropped amount of employees to take off on vacation from 2 people off Monday thru Friday down to 1 employee to be off at one time.

5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset the projected budget shortfalls?
 - Yes. The 2013 budget has 9.5 FTE's in Housekeeping for the CHS buildings. As in question #4, we will need to use costly Overtime and temporary staff to keep these buildings at their current required cleanliness standards. Temp employees have been used in the past – the majority of the time was with substandard results.

6. What is the impact of not filling the position in 3 months? 6 months? 12 months? Not at all?
 - The result of not filling this position would result in an increase of overtime, employee burnout and injuries-possible additional work comp claims, increased absenteeism, low moral which effects productivity, unsanitary and unsafe conditions for all building occupants.
 - The life expectancy of furnishings, floors, and interiors would be reduced and replacement of materials wood occurs more often without the proper maintenance and cleaning, which is a costly thing to do. We need to keep the Counties investments clean and well maintained.

Budget Impact Calculation

Department: Public Works
Position: Housekeeper

Partial Budget Impact: 5/19/14-12/31/14 **32 Weeks**

Salary	\$ 7,121.85	
Fringe Benefits	\$ 5,472.00	
	\$ 12,593.85	

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary	\$ 11,573.00	
Fringe Benefits	\$ 8,892.00	
	\$ 20,465.00	

Note: this position is in the 2014 budget

Position vacated: 4/18/2014

Budgeted hourly wage rate: \$11.13

Total Number of FTEs Budget for this position title in budget:		9.5
Number of FTEs <u>Unfunded</u> for this position in budget		0
Total Number of FTEs Available to be filled for this title in budget		9.5
Number of FTEs filled with this position vacant:		9
Percent of this position staffed:		95%

Analyst Recommendation: This position is critical for the cleaning and maintenance of the County facilities including interior furnishings. This position is also important in ensuring floors are cleaned and all hazards removed to ensure a safe work environment and professional appearance for all visitors. I recommend Approval. Todd VanDen Heuvel

Contact Diane LeBoeuf 391-4856

PUBLIC WORKS DEPARTMENT

Brown County

2198 GLENDALE AVENUE
GREEN BAY, WI 54303

PHONE (920) 492-4925 FAX (920) 434-4576
EMAIL: bc_highway@co.brown.wi.us

PAUL VAN NOIE
DIRECTOR

April 24, 2014

TO: Troy Streckenbach, County Executive
Brent Miller, County Human Resources Manager
Chad Weinger, County Director of Administration

FROM: Paul Van Noie, Director
Brown County Public Works

SUBJECT: Request to Fill – Highway Laborer Position(s) as stated in the Table of Organization

Please find the following justification to fill a) vacant Highway Laborer position:

- 1. Is the position description current or does it require updates? (Updates to job descriptions should be submitted, reviewed and approved by the HR Department prior to submitting the A1 form).**

Yes it is current.

- 2. Are the duties of the position related to an essential (mandatory) service? If yes, please explain.**

Yes, the Highway Laborer positions are related to essential services. Keep in mind a large portion of all Highway Laborer positions are funded by outside sources, one of the largest being the Wisconsin Department of Transportation (WisDOT), whereby we provide maintenance services all year long. These positions are key components for winter operations. We provide 24/7 services all year long, which the majority are for winter operations. To be able to accommodate 24/7 operators, and the current contract set for crew to work 16 hours, we need all of the Laborer positions filled for coverage and safety of the crew and traveling public. Summer operations are just as important and include services to WisDOT. In addition to State work, we have maintenance on the County to keep up with also (i.e., ditching, shouldering, surface maintenance, guardrail, mowing and traffic operations, including signing and pavement marking). We are required to follow many laws and regulations such as reduction in suspended solids, which is more outlet clean-up and sweeping, an extensive sign inventory system of signs to keep up on retroreflectivity standards, just to name a couple. Also, in summer we have the other crews such as paving crew, construction crew and drainage crews in addition to the other summer maintenance activities.

- 3. Describe job performance measures for this position (clients, caseload, work output, etc.)**

Brown County is among one of the largest counties in the State of Wisconsin in population and lane miles. Our Public Works crews carry out winter and summer roadway and bridge maintenance on approximately 785 lane miles of County highways and 713 lane miles of State highways. We also provide a variety of services to other Brown County departments. Over the next few years, our operations will be directly affected by the STH 29 & USH 41 reconstruction projects. Once these 2 projects are complete, we will have approximately 65 additional lane miles and 20 roundabouts to plow and maintain.

- 4. Explain how this vacancy presents opportunities to streamline processes or reorganize operations. Considerations should include consolidating, eliminating and/or outsource job responsibilities.**

In order to maintain the services to ensure the entire County is covered for liability purposes and regulations, we need to continue to staff for these requirements. We have taken steps to save on services whenever possible, including the use of a "skeleton crew" at night during certain storm events, in addition to allowing the crew to take time off work without pay an hour or two at a time if they started early or have adequate overtime as long as it does not hinder our operations.

- 5. Are budgeted funds sufficient to cover the cost of filling the position? Or does this position need to be held vacant for a period of time to offset projected budget shortfalls?**

Yes, there are budgeted funds and/or outside funding (WisDOT) to cover the vacant Highway Laborer positions..

- 6. What is the impact of not filling the position in: 3 months? 6 months? 12 months? Not at all?**

The current positions should be filled as soon as possible to allow for the proper training as the major WisDOT STH 29 & USH 41 projects are scheduled to begin very soon; whereby this will add to the Department's lane maintenance miles.

PUBLIC WORKS DEPARTMENT

Brown County

2198 GLENDALE AVENUE
GREEN BAY, WI 54303

PHONE (920) 492-4925 FAX (920) 434-4576
EMAIL: bc_highway@co.brown.wi.us

PAUL VAN NOIE
DIRECTOR

May 7, 2014

TO: Troy Streckenbach, County Executive
Brent Miller, County Human Resources Manager
Chad Weininger, County Director of Administration

FROM: Paul Van Noie, Director
Brown County Public Works

SUBJECT: Request to Fill – Highway Laborer Position as stated in the Table of Organization

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Budget Impact Calculation

Department: Public Works
Position: Highway Crew (X3)

Partial Budget Impact: 5/19/14-12/31/14 **32 Weeks**

Salary	\$ 27,968.00	
Fringe Benefits	\$ 28,267.08	
	\$ 56,235.08	each

Note: Estimated date of hire for partial year calculation is for the Monday following the Executive Committee meeting

Annualized Budget Impact:

Salary	\$ 45,448.00	
Fringe Benefits	\$ 45,934.00	
	\$ 91,382.00	each

Note: this position is in the 2014 budget

Position vacated: 3/20/2014

Budgeted hourly wage rate: \$21.85

Total Number of FTEs Budget for this position title in budget:	65
Number of FTEs <u>Unfunded</u> for this position in budget	0
Total Number of FTEs Available to be filled for this title in budget	65
Number of FTEs filled with this position vacant:	63
Percent of this position staffed:	97%

Analyst Recommendation: These positions are responsible for critical highway and bridge construction and maintenance work on state and county highways. I recommend Approval. Todd VanDen Heuvel

Contact Paul VanNoie 662-2161

**ATTORNEY BILLS SUBMITTED TO THE EXECUTIVE COMMITTEE
FOR MAY 12, 2014 MEETING**

LAW FIRM	INVOICE NUMBER	DATE	AMOUNT	FOR
MICHAEL, BEST & FRIEDRICH LLP	1287534	4/18/2014	\$ 100.00	Fox River Cleanup - Insurance
	1287535	4/18/2014	\$ 233.00	API & NCR v. Geo. A. Whiting, et al
CONWAY, OLEJNICZAK & JERRY, S.C.	671409-003M-3	3/31/2014	\$ 49.10	Revolving Loan Fund Committee vs. Benmar Fabrication LLC
	671309-067M-6	3/31/2014	\$ 306.00	Revolving Loan Fund Committee - MetJet, Inc. & Michael J. Heisman
	671310-033M-11	3/31/2014	\$ 153.00	Revolving Loan Fund Committee vs. Raven Mfg., LLC and Lynn A. Hesson
ATTY. GARY WICKERT (Conway, Olejniczak & Jerry)	12W27-4-28-14	4/28/2014	\$ 9,590.00	Airport - General Matters
	451409-025M-1	3/31/2014	\$ 5,130.00	Non-Profit Entity Formation - Airport
			\$ 14,720.00	
DAVIS - KUELTHAU	374684	2/28/2014	\$ 15,894.60	Brown County Sheriff's Dept. - INT / ARB 2012- 2015
				* The amount of this invoice has been amended by Corporation Counsel
TOTAL =			\$31,455.70	

MICHAEL BEST
& FRIEDRICH LLP

Michael Best & Friedrich LLP
Attorneys at Law
One South Pinckney Street
Suite 700
P.O. Box 1806
Madison, WI 53701-1806
Phone 608.257.3501
Fax 608.283.2275
www.michaelbest.com

EIN 39-0934985

Juliana Ruenzel, Corporation Counsel
Brown County Corporation Counsel
Northern Building - Room 680
305 East Walnut Street
PO Box 23600
Green Bay, WI 54305-3600

Wire Transfer Instructions
Bank Name: BMO Harris Bank, N.A.
111 W. Monroe Street, Chicago, IL 60603
ABA Routing # 071000288
Name of Acct: Michael Best & Friedrich LLP
Acct # 0024122010
SWIFT Code: HATRUS44

Invoice Date April 18, 2014
Invoice No. 1287534

Client/Matter **018236-0042 Fox River Cleanup - Insurance**

For professional services rendered through March 31, 2014, as follows:

<u>Date</u>	<u>Timekeeper</u>	<u>Narrative</u>	<u>Hours</u>	<u>Total</u>
3/21/14	R Exum	Process MBF invoice and update invoice tracking chart; tender MBF invoice to insurers.	0.20	\$ 40.00
3/24/14	R Exum	Process Nationwide defense payment check; update defense invoice tracking chart; prepare letter to client enclosing Nationwide check.	0.30	60.00
Total Hours and Services			0.50	\$ 100.00

Total Services \$ 100.00
Total Disbursements 0.00

Total This Invoice **\$ 100.00**

Prior Outstanding Invoices:

<u>Date</u>	<u>Invoice</u>	<u>Total</u>	<u>Credits</u>	<u>Balance</u>
3/19/14	1282616	\$ 381.40	\$ 0.00	\$ 381.40
Prior Outstanding Due:				\$ 381.40

Prior Outstanding Invoice Aging:

0-30	31-60	61-90	91-120	121+
381.40	0.00	0.00	0.00	0.00

Timekeeper Breakdown:

<u>Timekeeper</u>	<u>Title</u>	<u>Hours Billed</u>	<u>Billed per Hour</u>	<u>Bill Amount</u>
R Exum	Paralegal	0.50	\$ 200.00	\$ 100.00
Totals		0.50		\$ 100.00

MICHAEL BEST

& FRIEDRICH LLP

Michael Best & Friedrich LLP
 Attorneys at Law
 One South Pinckney Street
 Suite 700
 P.O. Box 1806
 Madison, WI 53701-1806
 Phone 608.257.3501
 Fax 608.283.2275
 www.michaelbest.com

EIN 39-0934985

Juliana Ruenzel, Corporation Counsel
 Brown County Corporation Counsel
 Northern Building - Room 680
 305 East Walnut Street
 PO Box 23600
 Green Bay, WI 54305-3600

Wire Transfer Instructions
 Bank Name: BMO Harris Bank, N.A.
 111 W. Monroe Street, Chicago, IL 60603
 ABA Routing # 071000288
 Name of Acct: Michael Best & Friedrich LLP
 Acct # 0024122010
 SWIFT Code: HATRUS44

Invoice Date April 18, 2014
 Invoice No. 1287535

Client/Matter **018236-0044 API and NCR v. George A. Whiting, et al.**

For professional services rendered through March 31, 2014, as follows:

<u>Date</u>	<u>Timekeeper</u>	<u>Narrative</u>	<u>Hours</u>	<u>Total</u>
2/28/14	I Pitz	Review recent case filings; monitor docket.	0.70	\$ 308.00
Total Hours and Services			0.70	\$ 308.00

Total Services	\$ 308.00
Total Disbursements	0.00
Less Application of Previous Payments	-75.00
Total This Invoice	\$ 233.00

Prior Outstanding Invoices:

<u>Date</u>	<u>Invoice</u>	<u>Total</u>	<u>Credits</u>	<u>Balance</u>
3/19/14	1282617	616.00	0.00	616.00
Prior Outstanding Due:				\$ 616.00

Prior Outstanding Invoice Aging:

0-30	31-60	61-90	91-120	121+
616.00	0.00	0.00	0.00	0.00

Timekeeper Breakdown:

<u>Timekeeper</u>	<u>Title</u>	<u>Hours Billed</u>	<u>Billed per Hour</u>	<u>Bill Amount</u>
I Pitz	Partner	0.70	\$ 440.00	\$ 308.00
Totals		0.70		\$ 308.00

STATEMENT

Law Firm of
CONWAY, OLEJNICZAK & JERRY, S.C.
P.O. Box 23200
Green Bay, WI 54305-3200
PHONE 920-437-0476
FAX 920-437-2868

*Chk
2 hours
4/11/14*

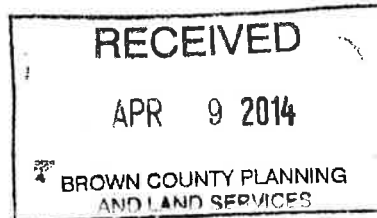
CHUCK LAMINE
BROWN COUNTY ECONOMIC DEVELOPMENT
305 E. WALNUT STREET, 5TH FLOOR
P O BOX 23600
GREEN BAY WI 54305-3600

ACCOUNT NO: 671409-003M
STATEMENT NO: 3
Page: 1
03/31/2014

PLEASE RETURN THIS PORTION WITH PAYMENT

REVOLVING LOAN FUND COMMITTEE
BENMAR FABRICATION LLC

	PREVIOUS BALANCE		\$1,220.14
		HOURS	
03/25/2014	AMH PREPARE AND FILE TERMINATION OF UCC FINANCING STATEMENT WITH THE SECRETARY OF STATE OF TEXAS; E-MAIL TO CLIENT FORWARDING SAME	0.30	
	FOR CURRENT SERVICES RENDERED	0.30	44.10
03/25/2014	TEXAS SECRETARY OF STATE - UCC FILING TERMINATION FEE		5.00
			5.00
	TOTAL ADVANCES THRU 03/31/2014		5.00
	TOTAL CURRENT WORK		49.10
03/21/2014	PAYMENT - THANK YOU - CK 97218		-1,143.64
	BALANCE DUE		<u>\$125.60</u>



BALANCE DUE ON RECEIPT OF THIS STATEMENT.
ACCOUNTS NOT PAID WITHIN 30 DAYS WILL BEAR INTEREST AT LEGAL RATE.
Law Firm of CONWAY, OLEJNICZAK & JERRY, S.C.
FED I.D. # 39-1254187

STATEMENT

Law Firm of
CONWAY, OLEJNICZAK & JERRY, S.C.

P.O. Box 23200
Green Bay, WI 54305-3200
PHONE 920-437-0476
FAX 920-437-2868

*O.K.
Chuck Lamine
4/11/14*

CHUCK LAMINE
BROWN COUNTY ECONOMIC DEVELOPMENT
305 E. WALNUT STREET, 5TH FLOOR
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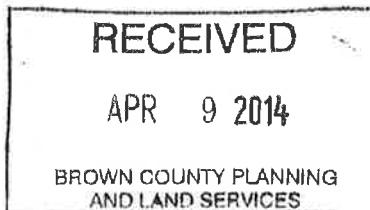
Page: 1
03/31/2014
ACCOUNT NO: 671309-067M
STATEMENT NO: 6

PLEASE RETURN THIS PORTION WITH PAYMENT

REVOLVING LOAN FUND COMMITTEE - METJET, INC. and
MICHAEL J. HEISMAN

PREVIOUS BALANCE \$3,027.88

		HOURS	
03/06/2014	MMM		
	E-MAIL FROM ATTORNEY JOHN PETITJEAN RE: \$780 CLAIM AGAINST LETTER OF CREDIT; E-MAIL TO AND FROM CLIENT AND THE CITY OF DE PERE RE: SAME; COMPARE WITH "PRE-APPROVED" CLAIMS IDENTIFIED IN FOURTH AMENDMENT TO LETTER OF CREDIT; E-MAIL TO ATTORNEY JOHN PETITJEAN AUTHORIZING PAYMENT OF CLAIM; CONFERENCE WITH CHUCK LAMINE RE: OPEN RECORDS REQUEST FROM GANNETT NEWSPAPER.	0.70	
03/12/2014	MMM		
	CONFERENCE WITH ATTORNEY JOHN PETITJEAN RE: CLAIMS ASSERTED BY CREDIT CARD COMPANY AND STATUS OF DOT ISSUES.	0.30	
03/20/2014	MMM		
	CONFERENCE WITH CLIENT RE: STATUS FOR CURRENT SERVICES RENDERED	0.20	
		1.20	306.00
	TOTAL CURRENT WORK		306.00
03/21/2014	PAYMENT - THANK YOU - CK 97218		-2,163.38
	BALANCE DUE		<u>\$1,170.50</u>



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Law Firm of CONWAY, OLEJNICZAK & JERRY, S.C.
FED I.D. # 39-1254187

STATEMENT

Law Firm of

CONWAY, OLEJNICZAK & JERRY, S.C.

P.O. Box 23200
Green Bay, WI 54305-3200
PHONE 920-437-0476
FAX 920-437-2868

*JH
C. Hesson
4/18/14*

CHUCK LAMINE
BROWN COUNTY ECONOMIC DEVELOPMENT
305 E. WALNUT STREET, 5TH FLOOR
P O BOX 23600
GREEN BAY WI 54305-3600

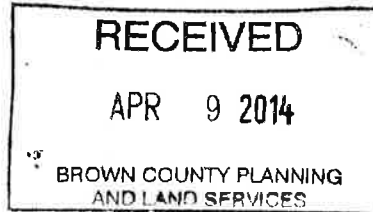
ACCOUNT NO:
STATEMENT NO:

Page: 1
03/31/2014
671310-033M
11

PLEASE RETURN THIS PORTION WITH PAYMENT

REVOLVING LOAN FUND COMMITTEE vs. RAVEN
MANUFACTURING, LLC and LYNN A. HESSON

	PREVIOUS BALANCE		\$477.02
		HOURS	
03/20/2014			
MMM	CONFERENCE WITH CLIENT RE: STATUS	0.20	
03/25/2014			
MMM	E-MAIL FROM AND TO ATTORNEY JEFF PHILLIPS RE: SETTLEMENT OFFER PRIOR TO SUPPLEMENTAL EXAMINATION	0.40	
	FOR CURRENT SERVICES RENDERED	0.60	153.00
	TOTAL CURRENT WORK		153.00
03/21/2014	PAYMENT - THANK YOU - CK 97218		-234.00
	FINANCE CHARGE		0.54
	BALANCE DUE		<u>\$396.56</u>



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Law Firm of CONWAY, OLEJNICZAK & JERRY, S.C.
FED I.D. # 39-1254187

GARY A. WICKERT, S.C.
Attorney and Counselor at Law
 801 E. WALNUT • P.O. BOX 1656
 GREEN BAY, WISCONSIN 54305

Gary A. Wickert

Telephone (920) 433-9425

Fax (920) 432-9188
 wicklax@ghonline.com

April 28, 2014

Brown County Airport
 P.O. Box 23600
 Green Bay WI 54305-3600

Re: General Matters
 Our File No. 12 W 27

STATEMENT

<u>DATE</u>	<u>FOR SERVICES RENDERED:</u>	<u>HOURS</u>
4/7	Phone conference with John Reed re: Jet Air/ Executive Air	.50
4/8	Review correspondence from Attorney Tori Kluess re: ASDC; Conference with Mary Vandebusch at Schenck re: ASDC	2.00
4/11	Phone conference with Sue Bertrand re: fuel flowage; Review revisions (2nd) of FFF by Steve Horton; Phone conference with Sue Bertrand to discuss; Letter from Diane Davison;	.20 .75 .10
	Review Packerland Aviation (Executive Air) and Jet Air Leases re: Jet Air acquiring Executive Air; Review correspondence from Steve Horton re: Jet Air/Executive Air	.75
4/14	Meeting with Tom Miller, John Reed, and Sue Bertrand and conference call with Steve Horton re: Jet Air/Executive Air and miscellaneous matters;	3.50
	Review Sue Bertrand's proposed correspondence to hangar owner - ground lease rentals; Phone conference with Sue Bertrand re: hangar owner leases;	1.00
	Begin review of information from Mary Vandebusch (Schenck) re: ASDC	.50
4/15	Prepare Articles of Incorporation and By-Laws for ASDC; Letter to Tom Miller and John Reed re: ASDC;	1.75
	Letter from Tom Miller re: Al Timmerman (Jet Air/Executive Air);	.10
	Letter from Sue Bertrand with copy of FFF resolution	.10
4/16	Review file re: "pending list" for meeting with Tom Miller, John Reed, and Sue Bertrand;	

Page Two
April 28, 2014

4/16	Review correspondence from Harvey Black and Memorandum of Lease (Longhorn); Review Wingate lease re: appraisal/rental adjustment; Review information from Tom Miller re: Storm Water fee; Review of RFP's (samples Dane County) re: convenience store	2.00
4/18	Review CAVU file; Letter to Tom Miller re: CAVU; Phone conference with Sue Bertrand re: Jet Air	.25
4/19	Review RFP Dane County; and Richmond - C-store; Review RFP for Palm Beach	1.50 1.00
4/21	Letter from Sue Bertrand re: Jet Air - Mortgage attorney fees; Phone conference with Sue Bertrand re: ASDC; Phone conference with Tom Miller re: RFP re: C-store; Review Lease - C-store - Palm Beach; Letter from Tom Miller re: Jet Air - lease terms; Review resolution re: FFP; Phone conference with Tom Miller to discuss resolution; Review correspondence from Tom Miller re: Jet Air/ Executive Air; Phone conference with Tom Miller; Review Jet Air/Baylake Bank Consent, Nondisturbance Agreement re: amending lease; Complete review of C-store lease - Palm Beach; Letter from Tom Miller re: FFP resolution	.10 2.50 .10 2.00
4/22	Begin work on RFP - C-store; Meeting with Tom Miller, John Reed, and Sue Bertrand and conference with Steve Norton re: Jet Air/Executive Air; Work on RFP - C-store	.50 2.50 .65
4/23	Letter from Tom Miller re: Jet Air; Phone conference with Sue Bertrand, Tom Miller re: RFP, FFP, and Jet Air; Work on RFP - C-Store	.10 .50 1.25
4/24	Letter from Tom Miller re: FFP; Work on RFP - C-Store; Continue work on RFP - C-Store; Begin draft of Lease - C-Store	.10 1.50 1.50
4/25	Phone conference with Tom Miller and Sue Bertrand re: Jet Air/Executive Air; Review appraisal - FBO; Work on C-Store lease;	.65 1.50

Page Three
April 28, 2014

4/25	Meeting with Tom Miller, John Reed, Steve Horton, and Al Timmerman re: Jet Air/Executive Air	2.50
4/26	Begin summary of Lease modifications re: Jet Air	.50
4/28	Phone conference with Tom Miller and Sue Bertrand re: FFP.	<u>1.25</u>
	TOTAL HOURS:	34.25

WICKERT: 34.25 HOURS @ \$280.00 PER HOUR = \$ 9,590.00

<u>DATE</u>	<u>CONSULTATION FEES:</u>	
3/31	Consultation fees Attorney Tori Kluess (see attached)	\$5,130.00
		<u>5,130.00</u>
	TOTAL FEES (WICKERT/KLUSS):	\$14,720.00
	TOTAL AMOUNT DUE ON ACCOUNT:	\$14,720.00

Thank you.
GAW:prn



STATEMENT
Law Firm of
CONWAY, OLEJNICZAK & JERRY, S.C.

P.O. Box 23200
 Green Bay, WI 54305-3200
 PHONE 920-437-0476
 FAX 920-437-0868

ATTORNEY GARY A. WICKERT
 AIR SERVICE DEVELOPMENT CORP.
 801 E. WALNUT STREET
 P O BOX 1656
 GREEN BAY WI 54305-1656

Page: 1
 03/31/2014
 ACCOUNT NO: 451409-025M
 STATEMENT NO: 1

PLEASE RETURN THIS PORTION WITH PAYMENT

NON-PROFIT ENTITY FORMATION

		HOURS	
02/04/2014	TLK	CONFERENCE WITH GARY W. RE: NON-STOCK AND CHAPTER 181 AUTHORIZED DISTRIBUTIONS; REVIEW CHAPTER 181 SECTIONS 1301 AND 1302	0.80 228.00
03/13/2014	TLK	REVIEW CORRESPONDENCE FROM GARY W. RE: CHAPTER 181 RESEARCH; REVIEW OF CORRESPONDENCE FROM GARY TO CLIENT	0.60 171.00
03/18/2014	TLK	REVIEW CHAPTER 181 RELATIVE TO DISTRIBUTIONS; REVIEW LEGISLATIVE HISTORY AND ABC FOR HEALTH, INC. DECISION	2.40 684.00
03/19/2014	TLK	CONTINUE REVIEW OF LEGAL AUTHORITY RE: DISTRIBUTION ISSUE	0.70 199.50
03/21/2014	TLK	CONTINUE REVIEW OF STATUTORY AUTHORITY INCLUDING FOUNDATION GUIDELINES TO SHED LIGHT ON CHAPTER 181.1301-1302 ISSUES	2.40 684.00
03/24/2014	TLK	CONTINUE REVIEW OF LEGISLATIVE HISTORY RE: 181.1302 AND RELATED PROVISIONS; REVIEW CASE LAW RE: SAME (BEAVER DAM DECISION AND DECISIONS RE: FOUNDATION RESTRICTIONS)	3.40 969.00
03/25/2014	TLK	COMPLETE REVIEW OF LEGISLATIVE HISTORY; CONFERENCE WITH GARY WICKERT RE: SAME AND OPINION RE: STATUTE; BEGIN CORRESPONDENCE TO GARY RE: FINDINGS	2.20 627.00

BALANCE DUE ON RECEIPT OF THIS STATEMENT.
 ACCOUNTS NOT PAID WITHIN 30 DAYS WILL BEAR INTEREST AT LEGAL RATE.
Law Firm of Conway, Olejniczak & Jerry, S.C.

STATEMENT
Law Firm of
CONWAY, OLEJNICZAK & JERRY, S.C.

P.O. Box 31200
 Green Bay, WI 54305-3200
 PHONE 920-437-0476
 FAX 920-437-2068

AIR SERVICE DEVELOPMENT CORP.

 NON-PROFIT ENTITY FORMATION

Page: 2
 03/31/2014
 ACCOUNT NO: 451409-025M
 STATEMENT NO: 1

PLEASE RETURN THIS PORTION WITH PAYMENT

		HOURS	
03/27/2014			
TLK	REVIEW ADDITIONAL LEGISLATIVE HISTORY AND BACKGROUND OF CHAPTER 181 AND FOUNDATION RULES; CONTINUE OPINION LETTER RE: ANALYSIS OF SAME	2.00	826.50
03/31/2014			
TLK	COMPLETE CORRESPONDENCE RE: ANALYSIS AND OPINION RE: CHAPTER 181.1302 AND ITS APPLICATION TO ASDC; PREPARE EXHIBITS FOR SAME; REVIEW AND REVISE CORRESPONDENCE; SEND TO GARY WICKERT	3.40	969.00
	FOR CURRENT SERVICES RENDERED	18.80	5,358.00
02/04/2014			
TLK	COURTESY DISCOUNT ON ATTORNEY FEES		-228.00
	TOTAL CREDITS FOR FEES		-228.00
	TOTAL CURRENT WORK		5,130.00
	BALANCE DUE		<u>\$5,130.00</u>

**BALANCE DUE ON RECEIPT OF THIS STATEMENT,
 ACCOUNTS NOT PAID WITHIN 30 DAYS WILL BEAR INTEREST AT LEGAL RATE.**

111 East Kilbourn, Suite 1400
Milwaukee, WI 53202-6613
414-276-0200

BROWN COUNTY
PERSONAL & CONFIDENTIAL
ATTN: MR. BRENT MILLER
305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

February 28, 2014
Invoice 374684
Page 1

For Services Through January 31, 2014

Our Matter # 18852.97143

BROWN COUNTY SHERIFF DEPT. INT. ARB. 2012-2015

12/12/13	Review documents provided by client pertaining to deputies arbitration; conference with paralegal regarding same.	Geoffrey A. Lacy	1.50 hrs.	225.00/hr	\$	337.50
12/16/13	Conference with paralegal regarding strategy for developing interest arbitration case for hearing.	Geoffrey A. Lacy	0.50 hrs.	225.00/hr	\$	112.50
12/16/13	Telephone conference with Mr. Lacy regarding final offers; review final offers and tentative agreements; prepare memo to Mr. Lacy regarding information needed; develop list of exhibits needed for arbitration hearing.	William G. Bracken	2.50 hrs.	225.00/hr	\$	562.50
12/17/13	Summarize issues in dispute; review previous interest arbitration cases.	William G. Bracken	1.50 hrs.	225.00/hr	\$	337.50
12/18/13	Review final offer correspondence received from County; correspondence requesting union final offer; review external comparability data for strategy as to presentation.	Geoffrey A. Lacy	1.50 hrs.	225.00/hr	\$	337.50
12/18/13	Review of bargaining file to determine the information needed. Correspondence to Mr. Lacy regarding exhibits to prepare and information needed. Review published exhibits from prior cases.	William G. Bracken	2.00 hrs.	225.00/hr	\$	450.00

PAYMENT OF THIS INVOICE IS DUE WITHIN 30 DAYS

111 East Kilbourn, Suite 1400
Milwaukee, WI 53202-6613
414-276-0200

BROWN COUNTY
PERSONAL & CONFIDENTIAL
ATTN: MR. BRENT MILLER
305 E. WALNUT STREET
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12/19/13	Review strategy memorandum; prepare and send correspondence to Mr. Miller regarding additional information and documents needed for interest arbitration.				
	Geoffrey A. Lacy	1.00 hrs.	225.00/hr	\$	225.00
12/20/13	Review costing data programs and final offers.				
	William G. Bracken	0.50 hrs.	225.00/hr	\$	112.50
1/6/14	Update County deputy settlements and forward to Mr. Bracken.				
	Bridget M. Amraen	0.80 hrs.	170.00/hr	\$	136.00
1/8/14	Review union's final offer as certified by WERC; correspondence with Mr. Miller regarding same.				
	Geoffrey A. Lacy	0.30 hrs.	225.00/hr	\$	67.50
1/9/14	Review revised union final offer. Compare issues and information needed. Review comparable data.				
	William G. Bracken	2.00 hrs.	225.00/hr	\$	450.00
1/14/14	Review issues from County and Union's last offer. Prepare list of information needed.				
	William G. Bracken	1.00 hrs.	225.00/hr	\$	225.00
1/15/14	Conference with Attorney Ruenzel and Mr. Miller regarding interest arbitration and contract status; review materials for same; work on developing strategy.				
	Geoffrey A. Lacy	2.50 hrs.	225.00/hr	\$	562.50
1/15/14	Preparation and participation in meeting with Mr. Lacy, Ms. Ruenzel, and Mr. Miller regarding information needed for upcoming interest arbitration case.				

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	William G. Bracken	5.50 hrs.	225.00/hr	\$	1,237.50
1/16/14	Review drafts of exhibits for arbitration hearing.				
	Geoffrey A. Lacy	0.50 hrs.	225.00/hr	\$	112.50
1/16/14	Organize information needed. Review settled contracts and health insurance information.				
	William G. Bracken	2.00 hrs.	225.00/hr	\$	450.00
1/17/14	Continue review of exhibits and cost calculations; correspondence with Mr. Miller regarding same; telephone conference with Attorney Cermele.				
	Geoffrey A. Lacy	0.40 hrs.	225.00/hr	\$	90.00
1/17/14	Telephone conference with Attorney Lacy regarding information needed from County representatives for creation of exhibits. Review collective bargaining agreements. Review Fond du Lac County and Manitowoc County insurance data.				
	William G. Bracken	2.00 hrs.	225.00/hr	\$	450.00
1/21/14	Review County's information on budget information, settlements, and health insurance.				
	William G. Bracken	2.30 hrs.	225.00/hr	\$	517.50
1/22/14	Research regarding wages and WRS contributions. Email correspondence to HR representatives in comparable counties.				
	William G. Bracken	4.00 hrs.	225.00/hr	\$	900.00
1/23/14	Review costing documents and comparable data; conference with paralegal regarding same; conference with clients regarding strategy.				

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February 28, 2014
Invoice 374684
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	Geoffrey A. Lacy	2.00 hrs.	225.00/hr	\$	450.00
1/23/14	Telephone conference with Mr. Miller and Attorney Lacy regarding costing information. Research regarding comparable settlement wage increases and WRS contributions. Preparation of summary exhibits on minimum and maximum wage rates, wage rate increases, and WRS contributions.				
	William G. Bracken	7.00 hrs.	225.00/hr	\$	1,575.00
1/24/14	Telephone conference with Attorney Cermele regarding negotiations and status of information for arbitration hearing process.				
	Geoffrey A. Lacy	0.50 hrs.	225.00/hr	\$	112.50
1/24/14	Telephone conference with Attorney Lacy regarding possible settlement offer from the County. Exhibits created included health insurance, wage rate increases, and WRS increases.				
	William G. Bracken	6.00 hrs.	225.00/hr	\$	1,350.00
1/27/14	Conference with paralegal; review costing data and analysis.				
	Geoffrey A. Lacy	1.00 hrs.	225.00/hr	\$	225.00
1/27/14	Preparation of WRS statement, summarize health insurance provisions and effective wage increases. Telephone conference with Attorney Lacy regarding strategy for settlement offer.				
	William G. Bracken	5.50 hrs.	225.00/hr	\$	1,237.50
1/28/14	Review cost analysis on various options in negotiations; conference with clients to discuss same; review additional documentation pertinent to negotiations.				
	Geoffrey A. Lacy	2.00 hrs.	225.00/hr	\$	450.00

PAYMENT OF THIS INVOICE IS DUE WITHIN 30 DAYS

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February 28, 2014
Invoice 374684
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1/28/14	Preparation of exhibits. Review costing data. Telephone conference with Mr. Lacy regarding settlement options.				
	William G. Bracken	6.50 hrs.	225.00/hr	\$	1,462.50
1/29/14	Review materials for negotiations; conference with Mr. Miller regarding same; negotiations with union.				
	Geoffrey A. Lacy	7.00 hrs.	225.00/hr	\$	1,575.00
1/29/14	Telephone conference with Mr. Lacy regarding settlement options. Prepared list of information needed from County. Review costing information sent from County. Update several exhibits.				
	William G. Bracken	3.50 hrs.	225.00/hr	\$	787.50
	Total Fees for Professional Services.....			\$	16,898.50
	Courtesy Discount.			\$	<u>(1,575.00)</u>
				\$	15,323.50
	Reimbursable Costs:				
	Copy Charges			\$	3.36
1/22/14	Mileage to Green Bay 1/15/14			\$	58.24
	Total Reimbursable Costs			\$	61.60

Totals for This Matter

PAYMENT OF THIS INVOICE IS DUE WITHIN 30 DAYS

RECEIVED

MAR 13 2014

HUMAN RESOURCES



DAVIS | KUELTHAU
attorneys at law

111 East Kilbourn, Suite 1400
Milwaukee, WI 53202-6613
414-276-0200

BROWN COUNTY
PERSONAL & CONFIDENTIAL
ATTN: MR. BRENT MILLER
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March 10, 2014
Invoice 375024
Page 1

For Services Through February 28, 2014

Our Matter # 18852.97143

BROWN COUNTY SHERIFF DEPT. INT. ARB. 2012-2015

2/4/14	Telephone conference with Mr. Miller regarding draft of language of WRS and County's health insurance contribution.				
	William G. Bracken	0.30 hrs.	235.00/hr	\$	70.50
2/5/14	Begin proofing of new contract for deputies.				
	William G. Bracken	1.50 hrs.	235.00/hr	\$	352.50
2/6/14	Proof new contract changes. Email correspondence to Mr. Miller regarding WRS contribution.				
	William G. Bracken	1.80 hrs.	235.00/hr	\$	423.00
2/7/14	Review second draft of proposed Collective Bargaining Agreement. Email correspondence to Mr. Miller regarding suggested changes.				
	William G. Bracken	1.00 hrs.	235.00/hr	\$	235.00
2/10/14	Telephone conference with Mr. Miller and Attorney Ruenzel regarding meeting with Executive Committee pertaining to Deputy Contract; preparation for same; telephone conference with Attorney Cermele regarding certain insurance provisions; attend Executive Committee meeting.				
	Geoffrey A. Lacy	3.00 hrs.	225.00/hr	\$	675.00
2/10/14	Discussion of Sheriff non-supervisory settlement costing and presentation.				
	James M. Kalny	0.30 hrs.	260.00/hr	\$	78.00
2/10/14	Telephone conference with Attorney Lacy regarding draft of new contract.				

PAYMENT OF THIS INVOICE IS DUE WITHIN 30 DAYS

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414-276-0200

BROWN COUNTY
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March 10, 2014
Invoice 375024
Page 2

	William G. Bracken	0.30 hrs.	235.00/hr	\$	70.50
2/11/14	Telephone conference with Attorney Cermele regarding redlined contract provisions; telephone conference with Mr. Miller regarding same.				
	Geoffrey A. Lacy	0.30 hrs.	225.00/hr	\$	67.50
2/19/14	Prepare for and attend County Board meeting closed session discussion on Deputy contract.				
	Geoffrey A. Lacy	3.00 hrs.	225.00/hr	\$	675.00
	Total Fees for Professional Services.....				\$ 2,647.00

Totals for This Matter

Balance Due as of Previous Invoice Dated February 28, 2014.....	\$15,385.10
MATTER BALANCE BROUGHT FORWARD	\$15,385.10
Total Current Billing for this Matter - Services Through February 28, 2014.....	\$2,647.00

TOTAL BALANCE DUE:

	<u>\$18,032.10</u>
<i>Correction</i>	<i>- 2,137.50</i>
<i>New Balance</i>	<i>\$ 15,894.60</i>

PAYMENT OF THIS INVOICE IS DUE WITHIN 30 DAYS

111 East Kilbourn, Suite 1400
Milwaukee, WI 53202-6613
414-276-0200

BROWN COUNTY
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March 10, 2014
Invoice 375024
Page 3

MATTER BILLING HISTORY AND ACCOUNTS RECEIVABLE AS OF 3/10/2014

CLIENT: 18852 BROWN COUNTY
MATTER: 18852.97143 BROWN COUNTY SHERIFF DEPT. INT. ARB.
2012-2015

BILLING HISTORY

Last Bill Date	2/28/14
Last Bill-Thru Date	1/31/14
Last Bill Amount	15,385.10
Last Payment Date	
Last Payment Amount	0.00

ACCOUNTS RECEIVABLE

0-30 Days	15,385.10
Over 30 Days	0.00
Over 60 Days	0.00
Over 90 Days.....	0.00
Over 120 Days	0.00
TOTAL A/R.....	15,385.10

PAYMENT OF THIS INVOICE IS DUE WITHIN 30 DAYS

111 East Kilbourn, Suite 1400
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March 10, 2014
Invoice 375024
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INVOICE SUMMARY

Our Matter # 18852.97143
BROWN COUNTY SHERIFF DEPT. INT. ARB. 2012-2015

Total Services:	\$2,647.00
TOTAL SERVICES AND DISBURSEMENTS:	<u>\$2,647.00</u>
TOTAL BALANCE FORWARD:	\$15,385.10
TOTAL BALANCE DUE:	<u>\$18,032.10</u>
	<i>correction</i> - 2137.50
	<i>Balance Due</i> <u>\$15,894.60</u>

REMITTED IN FULL

PAYMENT OF THIS INVOICE IS DUE WITHIN 30 DAYS

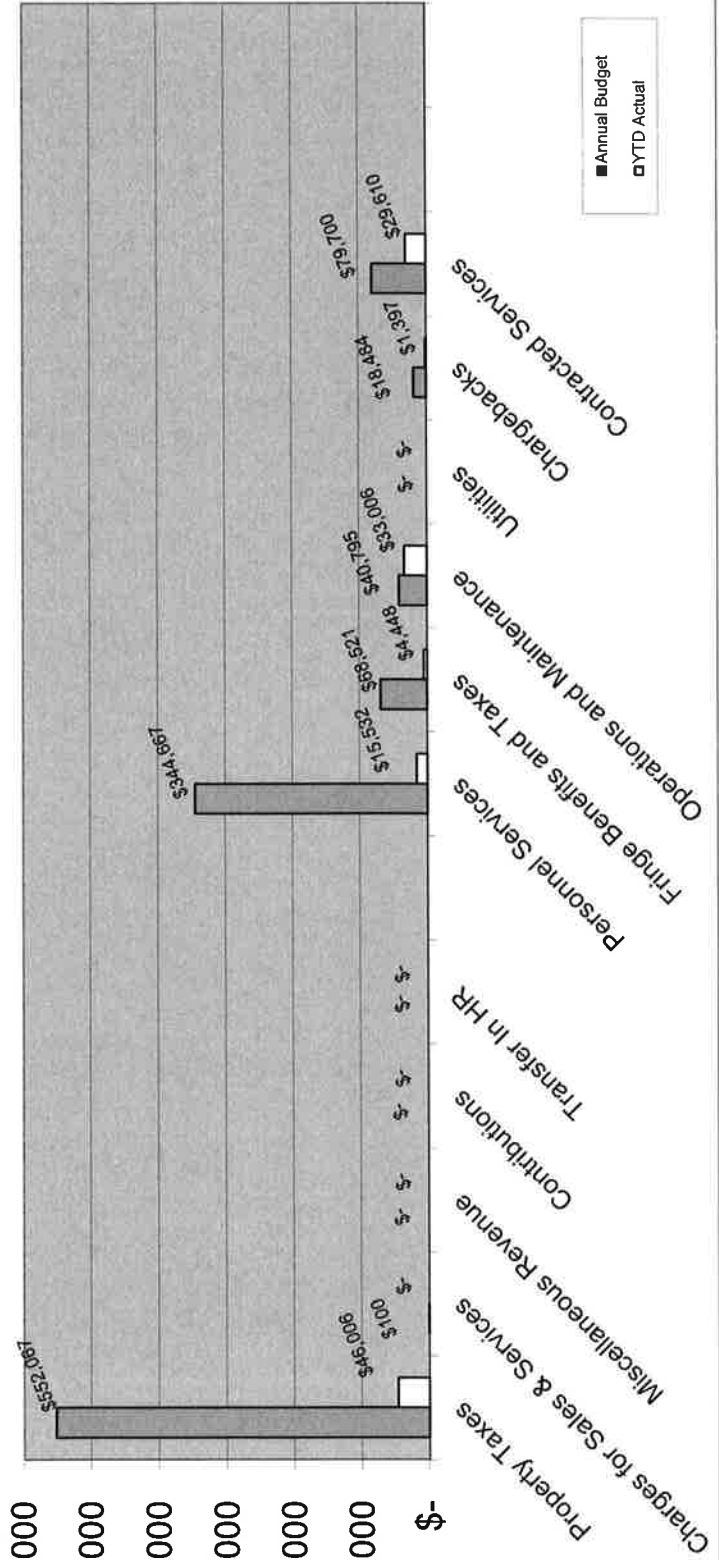
**Brown County Board of Supervisors
Internal Audit
Budget Status Report (Unaudited)
01/31/14**

	Annual Budget	YTD Actual	YTD Percentage	Comments:
Property Taxes	\$ 562,067	\$ 46,006	8.3%	
Charges for Sales & Services	\$ 100	\$ -	0.0%	
Miscellaneous Revenue	\$ -	\$ -		
Contributions	\$ -	\$ -		
Transfer In HR	\$ -	\$ -		
Personnel Services	\$ 344,667	\$ 15,532	4.5%	
Fringe Benefits and Taxes	\$ 68,521	\$ 4,448	6.5%	
Operations and Maintenance	\$ 40,795	\$ 33,006	80.9%	(1)
Utilities	\$ -	\$ -		
Chargebacks	\$ 18,484	\$ 1,397	7.6%	
Contracted Services	\$ 79,700	\$ 29,610	37.2%	(2)

Comments:

(1) Operations and Maintenance - YTD payments include \$27,688 paid to WCA (membership fees) and \$4,960 paid to NACo (membership fees).
 (2) Contracted Services - YTD payments include \$29,500 paid to Schenck (External Auditor) for 2013 audit fees.

Board of Supervisors - January 31, 2014





Monthly Summary Listing_01-31-14

Through 01/31/14
Prior Fiscal Year Activity Included
Summary Listing

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 100 - GF									
REVENUE									
Property taxes	552,067.00	.00	552,067.00	46,005.58	.00	46,005.58	506,061.42	8	543,202.00
Charges for sales and services	100.00	.00	100.00	.00	.00	.00	100.00	0	70.86
Miscellaneous revenue	.00	.00	.00	.00	.00	.00	.00	+++	.00
Contributions	.00	.00	.00	.00	.00	.00	.00	+++	595.00
Transfer in	.00	.00	.00	.00	.00	.00	.00	+++	830.86
REVENUE TOTALS	\$552,167.00	\$0.00	\$552,167.00	\$46,005.58	\$0.00	\$46,005.58	\$506,161.42	8%	\$544,698.72
EXPENSE									
Personnel services	344,667.00	.00	344,667.00	15,532.05	.00	15,532.05	329,134.95	5	340,776.49
Fringe benefits and taxes	68,521.00	.00	68,521.00	4,448.09	.00	4,448.09	64,072.91	6	66,841.26
Operations and maintenance	40,795.00	.00	40,795.00	33,006.46	.00	33,006.46	7,788.54	81	30,590.68
Utilities	.00	.00	.00	.00	.00	.00	.00	+++	.00
Chargebacks	18,484.00	.00	18,484.00	1,396.60	.00	1,396.60	17,087.40	8	17,984.03
Contracted services	79,700.00	.00	79,700.00	29,610.00	.00	29,610.00	50,090.00	37	76,835.00
EXPENSE TOTALS	\$552,167.00	\$0.00	\$552,167.00	\$83,993.20	\$0.00	\$83,993.20	\$468,173.80	15%	\$533,027.46
Fund 100 - GF Totals									
REVENUE TOTALS	552,167.00	.00	552,167.00	46,005.58	.00	46,005.58	506,161.42	8	544,698.72
EXPENSE TOTALS	552,167.00	.00	552,167.00	83,993.20	.00	83,993.20	468,173.80	15	533,027.46
Fund 100 - GF Totals	\$0.00	\$0.00	\$0.00	(\$37,987.62)	\$0.00	(\$37,987.62)	\$37,987.62		\$11,671.26
Grand Totals									
REVENUE TOTALS	552,167.00	.00	552,167.00	46,005.58	.00	46,005.58	506,161.42	8	544,698.72
EXPENSE TOTALS	552,167.00	.00	552,167.00	83,993.20	.00	83,993.20	468,173.80	15	533,027.46
Grand Totals	\$0.00	\$0.00	\$0.00	(\$37,987.62)	\$0.00	(\$37,987.62)	\$37,987.62		\$11,671.26

17a

Brown County Board of Supervisors
Internal Audit
Budget Status Report (Unaudited)
02/28/14

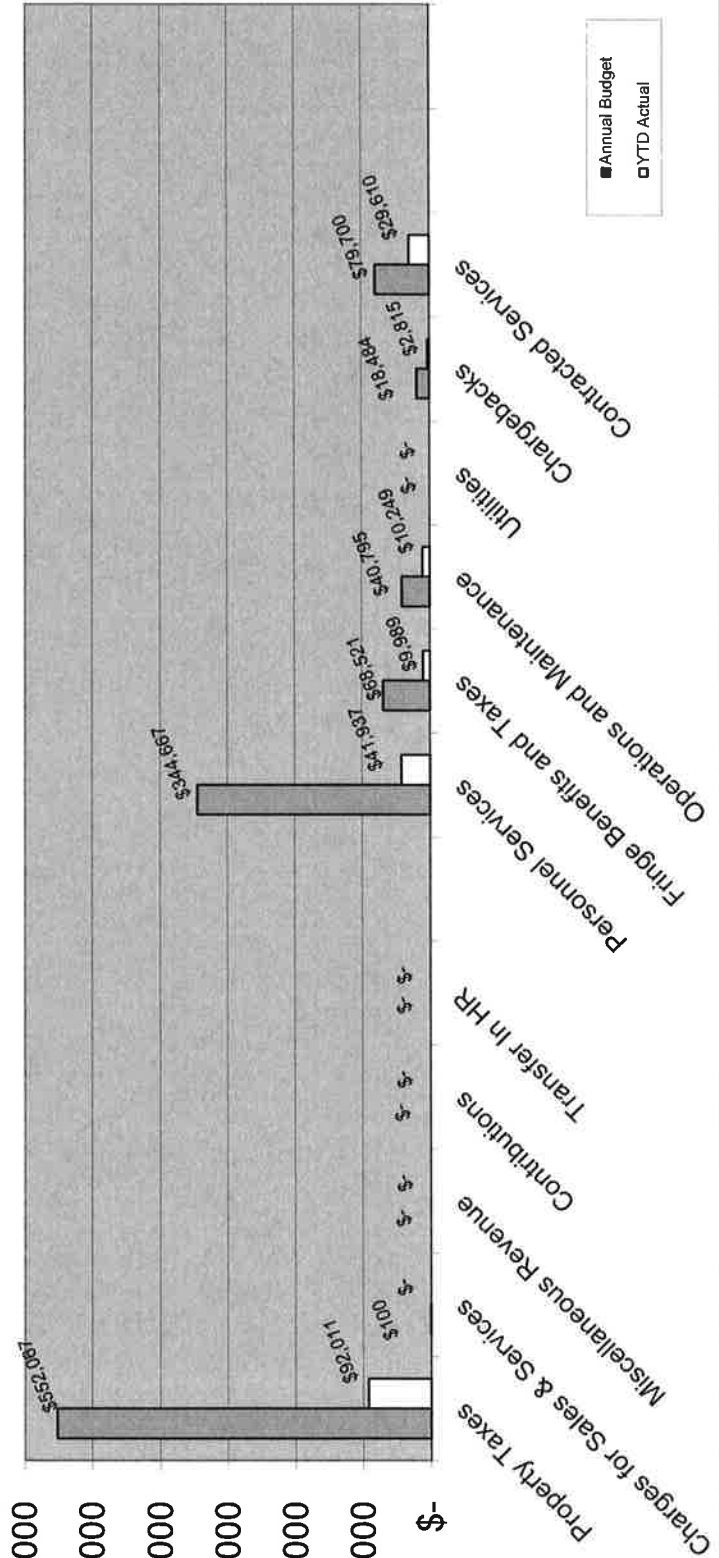
	Annual		YTD		YTD Percentage	Comments:
	Budget	Actual	Actual	Actual		
Property Taxes	\$ 552,067	\$ 92,011	\$ 92,011	\$ 92,011	16.7%	
Charges for Sales & Services	\$ 100	\$ -	\$ -	\$ -	0.0%	
Miscellaneous Revenue	\$ -	\$ -	\$ -	\$ -		
Contributions	\$ -	\$ -	\$ -	\$ -		
Transfer In HR	\$ -	\$ -	\$ -	\$ -		
Personnel Services	\$ 344,667	\$ 41,937	\$ 41,937	\$ 41,937	12.2%	
Fringe Benefits and Taxes	\$ 68,521	\$ 9,989	\$ 9,989	\$ 9,989	14.6%	
Operations and Maintenance	\$ 40,795	\$ 10,249	\$ 10,249	\$ 10,249	25.1%	(1)
Utilities	\$ -	\$ -	\$ -	\$ -		
Chargebacks	\$ 18,484	\$ 2,815	\$ 2,815	\$ 2,815	15.2%	
Contracted Services	\$ 79,700	\$ 29,610	\$ 29,610	\$ 29,610	37.2%	(2)

Comments:

(1) Operations and Maintenance - YTD payments include \$27,688 paid to WCA (membership fees) and \$4,960 paid to NACo (membership fees). However, the \$27,688 payment to WCA is being amortized over 12 months or \$2,307.33 per month.

(2) Contracted Services - YTD payments include \$29,500 paid to Schenck (External Auditor) for 2013 audit fees.

Board of Supervisors - February 28, 2014





Monthly Summary Listing_02-28-14

Through 02/28/14
Prior Fiscal Year Activity Included
Summary Listing

Account Classification	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 100 - GF										
REVENUE										
Property taxes	552,067.00	.00	552,067.00	46,005.58	.00	92,011.16	460,055.84	17	543,202.00	
Charges for sales and services	100.00	.00	100.00	.00	.00	.00	100.00	0	70.86	
Miscellaneous revenue	.00	.00	.00	.00	.00	.00	.00	+++	.00	
Contributions	.00	.00	.00	.00	.00	.00	.00	+++	595.00	
Transfer in	.00	.00	.00	.00	.00	.00	.00	+++	830.86	
REVENUE TOTALS	\$552,167.00	\$0.00	\$552,167.00	\$46,005.58	\$0.00	\$92,011.16	\$460,155.84	17%	\$544,698.72	
EXPENSE										
Personnel services	344,667.00	.00	344,667.00	26,405.09	.00	41,937.14	302,729.86	12	340,776.49	
Fringe benefits and taxes	68,521.00	.00	68,521.00	5,540.67	.00	9,988.76	58,532.24	15	66,841.26	
Operations and maintenance	40,795.00	.00	40,795.00	(22,757.71)	.00	10,248.75	30,546.25	25	30,590.68	
Utilities	.00	.00	.00	.00	.00	.00	.00	+++	.00	
Chargebacks	18,484.00	.00	18,484.00	1,418.39	.00	2,814.99	15,669.01	15	17,984.03	
Contracted services	79,700.00	.00	79,700.00	.00	.00	29,610.00	50,090.00	37	76,835.00	
EXPENSE TOTALS	\$552,167.00	\$0.00	\$552,167.00	\$10,606.44	\$0.00	\$94,599.64	\$457,567.36	17%	\$533,027.46	
Fund 100 - GF Totals										
REVENUE TOTALS	552,167.00	.00	552,167.00	46,005.58	.00	92,011.16	460,155.84	17	544,698.72	
EXPENSE TOTALS	552,167.00	.00	552,167.00	10,606.44	.00	94,599.64	457,567.36	17	533,027.46	
Fund 100 - GF Totals	\$0.00	\$0.00	\$0.00	\$35,399.14	\$0.00	(\$2,588.48)	\$2,588.48		\$11,671.26	
Grand Totals										
REVENUE TOTALS	552,167.00	.00	552,167.00	46,005.58	.00	92,011.16	460,155.84	17	544,698.72	
EXPENSE TOTALS	552,167.00	.00	552,167.00	10,606.44	.00	94,599.64	457,567.36	17	533,027.46	
Grand Totals	\$0.00	\$0.00	\$0.00	\$35,399.14	\$0.00	(\$2,588.48)	\$2,588.48		\$11,671.26	

17a

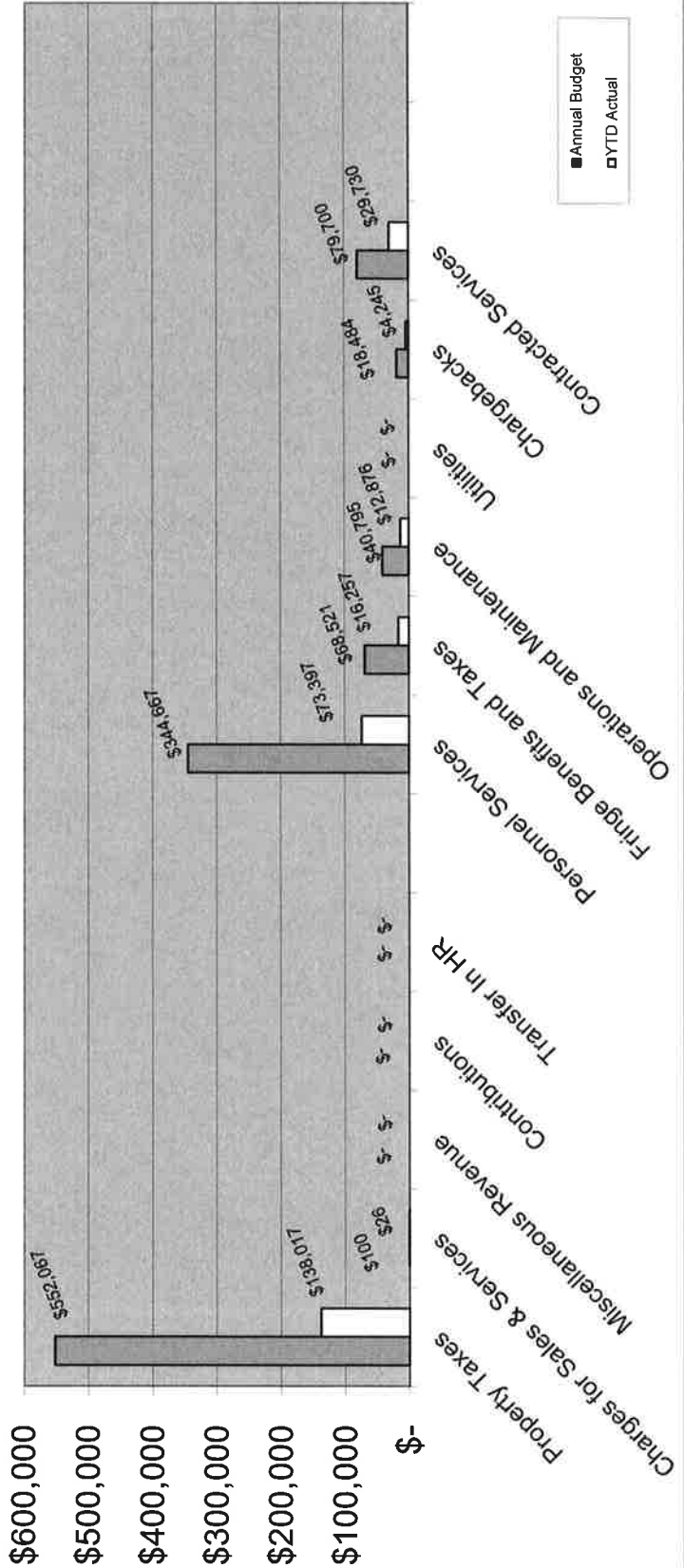
**Brown County Board of Supervisors
Internal Audit**

**Budget Status Report (Unaudited)
03/31/14**

	Annual		YTD		YTD Percentage	Comments:
	Budget	Actual	Actual	Percentage		
Property Taxes	\$ 552,067	\$ 138,017	\$ 138,017	25.0%		
Charges for Sales & Services	\$ 100	\$ 26	\$ 26	26.5%		
Miscellaneous Revenue	\$ -	\$ -	\$ -			
Contributions	\$ -	\$ -	\$ -			
Transfer In HR	\$ -	\$ -	\$ -			
Personnel Services	\$ 344,667	\$ 73,397	\$ 73,397	21.3%		
Fringe Benefits and Taxes	\$ 68,521	\$ 16,257	\$ 16,257	23.7%		
Operations and Maintenance	\$ 40,795	\$ 12,876	\$ 12,876	31.6%	(1)	
Utilities	\$ -	\$ -	\$ -			
Chargebacks	\$ 18,484	\$ 4,245	\$ 4,245	23.0%		
Contracted Services	\$ 79,700	\$ 29,730	\$ 29,730	37.3%	(2)	

Comments:
 (1) Operations and Maintenance - YTD payments include \$27,688 paid to WCA (membership fees) and \$4,960 paid to NACo (membership fees). However, the \$27,688 payment to WCA is being amortized over 12 months or \$2,307.33 per month.
 (2) Contracted Services - YTD payments include \$29,500 paid to Schenck (External Auditor) for 2013 audit fees.

Board of Supervisors - March 31, 2014



17a

Brown County Board of Supervisors (Veterans Recognition Subcommittee)

Internal Audit

Budget Status Report (Unaudited)

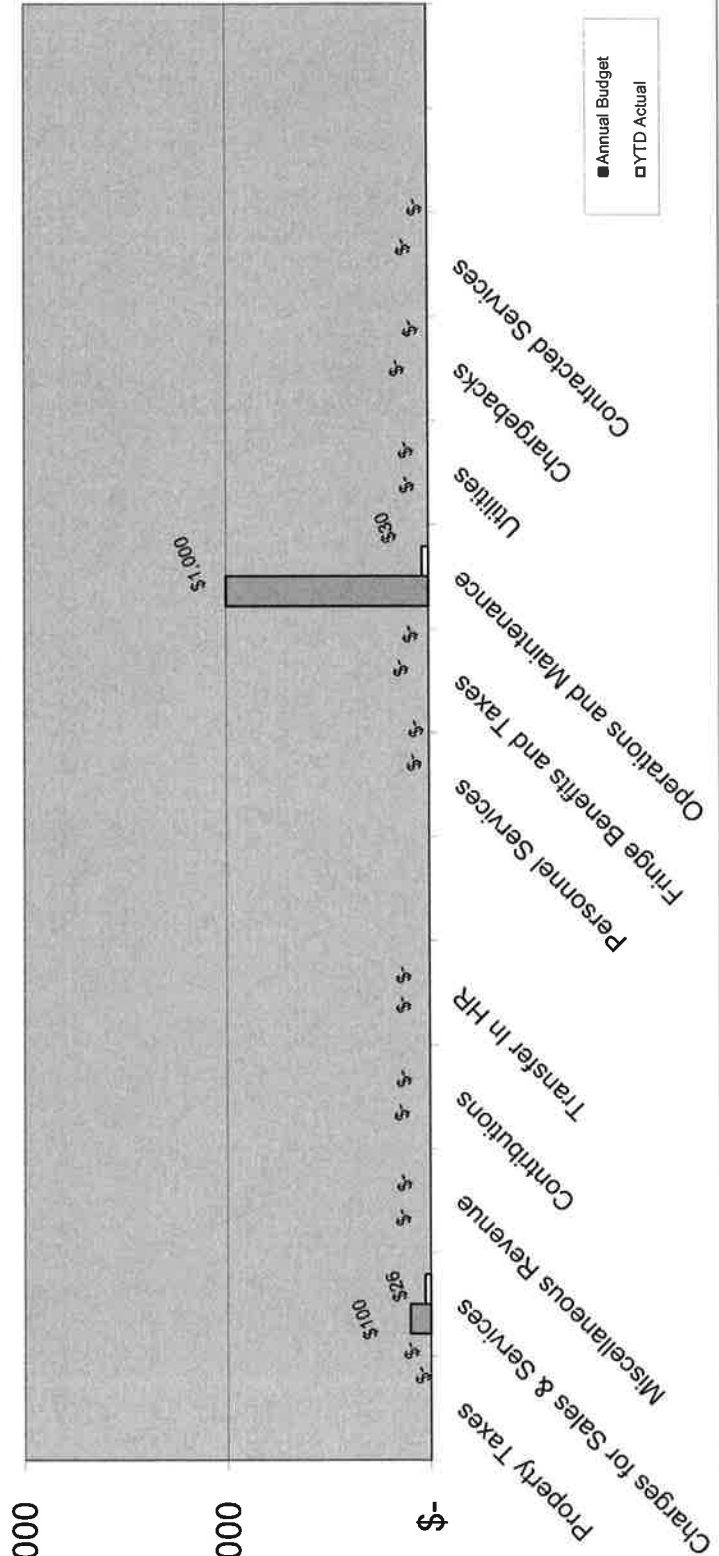
03/31/14

	Annual Budget	YTD Actual	YTD Percentage	Comments:
Property Taxes	\$ -	\$ -	-	
Charges for Sales & Services	\$ 100	\$ 26	26.5%	(1)
Miscellaneous Revenue	\$ -	\$ -	-	
Contributions	\$ -	\$ -	-	
Transfer In HR	\$ -	\$ -	-	
Personnel Services	\$ -	\$ -	-	
Fringe Benefits and Taxes	\$ -	\$ -	-	
Operations and Maintenance	\$ 1,000	\$ 30	3.0%	
Utilities	\$ -	\$ -	-	
Chargebacks	\$ -	\$ -	-	
Contracted Services	\$ -	\$ -	-	

Comments:

(1) Charges for Sales & Services - This represents promotional items sold to benefit the Veterans Recognition Subcommittee.

Board of Supervisors (Veterans Recognition Subcommittee) - March 31, 2014





Monthly Detail Listing_03-31-14

Through 03/31/14
Prior Fiscal Year Activity Included
Detail Listing

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 100 - GF											
REVENUE											
<i>Property taxes</i>											
4100	General property taxes	552,067.00	.00	552,067.00	46,005.58	.00	138,016.74	414,050.26	25	543,202.00	
	<i>Property taxes Totals</i>	\$552,067.00	\$0.00	\$552,067.00	\$46,005.58	\$0.00	\$138,016.74	\$414,050.26	25%	\$543,202.00	
<i>Charges for sales and services</i>											
4601	Sales	100.00	.00	100.00	26.46	.00	26.46	73.54	26	70.86	
	<i>Charges for sales and services Totals</i>	\$100.00	\$0.00	\$100.00	\$26.46	\$0.00	\$26.46	\$73.54	26%	\$70.86	
<i>Miscellaneous revenue</i>											
4900	Miscellaneous	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
	<i>Miscellaneous revenue Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00	
<i>Contributions</i>											
4901	Donations	.00	.00	.00	.00	.00	.00	.00	.00	+++	595.00
	<i>Contributions Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$595.00	
<i>Transfer in</i>											
9000	Carryover	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
9002	Transfer in	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
9002.200	Transfer in HR	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
9004	Intrafund Transfer In	.00	.00	.00	.00	.00	.00	.00	.00	+++	830.86
	<i>Transfer in Totals</i>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	\$830.86	
	REVENUE TOTALS	\$552,167.00	\$0.00	\$552,167.00	\$46,032.04	\$0.00	\$138,043.20	\$414,123.80	25%	\$544,698.72	
EXPENSE											
<i>Personnel services</i>											
5100	Regular earnings	341,081.00	.00	341,081.00	30,993.39	.00	71,440.54	269,640.46	21	326,292.48	
5100.998	Regular earnings Budget only	2,586.00	.00	2,586.00	.00	.00	.00	2,586.00	0	.00	
5102	Paid leave earnings	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
5102.100	Paid leave earnings Paid Leave	.00	.00	.00	160.10	.00	757.53	(757.53)	+++	7,919.02	
5102.200	Paid leave earnings Personal	.00	.00	.00	245.86	.00	569.87	(569.87)	+++	1,983.03	
5102.300	Paid leave earnings Casual	.00	.00	.00	.00	.00	.00	.00	.00	+++	2,479.53
5102.400	Paid leave earnings Sick	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
5102.500	Paid leave earnings Holiday	.00	.00	.00	.00	.00	500.25	(500.25)	+++	3,962.40	
5102.600	Paid leave earnings Other (funeral, jury duty, etc)	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
5102.999	Paid leave earnings Accrual	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
5103	Premium	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
5103.000	Premium Overtime	1,000.00	.00	1,000.00	60.52	.00	128.82	871.18	13	560.78	
5103.100	Premium Comp time premium	.00	.00	.00	.00	.00	.00	.00	.00	+++	392.19
5103.200	Premium Shift differential	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
5103.300	Premium Holiday	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
5109.100	Salaries reimbursement Short term disability	.00	.00	.00	.00	.00	.00	.00	.00	+++	(2,812.94)
	<i>Personnel services Totals</i>	\$344,667.00	\$0.00	\$344,667.00	\$31,459.87	\$0.00	\$73,397.01	\$271,269.99	21%	\$340,776.49	



Monthly Detail Listing_03-31-14

Through 03/31/14
Prior Fiscal Year Activity Included
Detail Listing

Account	Account Description	Adopted Budget	Amendments	Budget	Amended Budget	Current Month Transactions	Encumbrances	YTD Transactions	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund	100 - GF											
EXPENSE												
<i>Fringe benefits and taxes</i>												
5110	Fringe benefits	.00	.00	.00	.00	.00	.00	.00	.00	.00	+++	.00
5110.100	Fringe benefits FICA	25,142.00	.00	.00	25,142.00	2,338.88	.00	5,482.23	19,659.77	22	25	25,821.86
5110.110	Fringe benefits Unemployment compensation	489.00	.00	.00	489.00	60.88	.00	124.79	364.21	26	26	1,286.58
5110.199	Fringe benefits Back pay fringe	.00	.00	.00	.00	.00	.00	.00	.00	+++	+++	.00
5110.200	Fringe benefits Health insurance	28,934.00	.00	.00	28,934.00	2,432.48	.00	7,297.44	21,636.56	25	25	26,720.47
5110.210	Fringe benefits Dental Insurance	2,402.00	.00	.00	2,402.00	200.12	.00	600.36	1,801.64	25	25	2,141.28
5110.220	Fringe benefits Life Insurance	311.00	.00	.00	311.00	27.62	.00	82.86	228.14	27	27	201.25
5110.230	Fringe benefits LT disability insurance	490.00	.00	.00	490.00	41.25	.00	123.75	366.25	25	25	489.96
5110.235	Fringe benefits Disability insurance	880.00	.00	.00	880.00	73.34	.00	220.02	659.98	25	25	1,613.00
5110.240	Fringe benefits Workers compensation insurance	376.00	.00	.00	376.00	31.33	.00	93.99	282.01	25	25	70.00
5110.300	Fringe benefits Retirement	9,123.00	.00	.00	9,123.00	1,061.95	.00	2,231.17	6,891.83	24	24	8,496.86
5110.310	Fringe benefits Retirement credit	.00	.00	.00	.00	.00	.00	.00	.00	+++	+++	.00
5198	Fringe benefits - Budget only	374.00	.00	.00	374.00	.00	.00	.00	374.00	0	24%	\$66,841.26
	Fringe benefits and taxes Totals	\$68,521.00	\$0.00	\$68,521.00	\$6,267.85	\$0.00	\$0.00	\$16,256.61	\$52,264.39	24%		
<i>Operations and maintenance</i>												
5300	Supplies	.00	.00	.00	.00	.00	.00	14.98	(14.98)	+++	+++	12.50
5300.001	Supplies Office	1,100.00	.00	.00	1,100.00	248.95	.00	291.91	808.09	27	27	1,145.05
5300.003	Supplies Technology	.00	.00	.00	.00	.00	.00	.00	.00	+++	+++	.00
5300.004	Supplies Postage	2,900.00	.00	.00	2,900.00	34.53	.00	501.15	2,398.85	17	17	2,713.05
5303	Copy expense	.00	.00	.00	.00	.00	.00	.00	.00	+++	+++	.00
5304	Printing	.00	.00	.00	.00	.00	.00	.00	.00	+++	+++	.00
5305	Dues and memberships	32,795.00	.00	.00	32,795.00	2,307.37	.00	12,007.03	20,787.97	37	37	23,365.00
5308.100	Vehicle/equipment Gas, oil, etc.	.00	.00	.00	.00	.00	.00	.00	.00	+++	+++	.00
5310	Advertising and public notice	.00	.00	.00	.00	.00	.00	.00	.00	+++	+++	.00
5330	Books, periodicals, subscription	.00	.00	.00	.00	.00	.00	.00	.00	+++	+++	.00
5340	Travel and training	3,000.00	.00	.00	3,000.00	15.41	.00	30.96	2,969.04	1	1	2,649.96
5365	Special events	1,000.00	.00	.00	1,000.00	21.42	.00	30.40	969.60	3	3	705.12
5367	Wellness	.00	.00	.00	.00	.00	.00	.00	.00	+++	+++	.00
5390	Miscellaneous	.00	.00	.00	.00	.00	.00	.00	.00	+++	+++	.00
5393	Ethics board	.00	.00	.00	.00	.00	.00	.00	.00	+++	+++	.00
	Operations and maintenance Totals	\$40,795.00	\$0.00	\$40,795.00	\$2,627.68	\$0.00	\$0.00	\$12,876.43	\$27,918.57	32%		\$30,590.66
<i>Utilities</i>												
5505	Telephone	.00	.00	.00	.00	.00	.00	.00	.00	+++	+++	.00
5505.100	Telephone cell	.00	.00	.00	.00	.00	.00	.00	.00	+++	+++	.00
	Utilities Totals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	+++	+++	\$0.00
<i>Chargebacks</i>												
5601.100	Intra-county expense Technology services	12,454.00	.00	.00	12,454.00	946.94	.00	2,946.12	9,507.88	24	24	12,080.93
5601.200	Intra-county expense Insurance	985.00	.00	.00	985.00	82.08	.00	246.24	738.76	25	25	758.00

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Monthly Detail Listing_03-31-14

Through 03/31/14
Prior Fiscal Year Activity Included
Detail Listing

Account	Account Description	Adopted Budget	Budget Amendments	Amended Budget	Current Month Transactions	YTD Encumbrances	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year Total
Fund 100 - GF										
EXPENSE										
<i>Chargebacks</i>										
5601.400	Intra-county expense Copy center	4,200.00	.00	4,200.00	330.44	.00	841.25	3,358.75	20	4,340.10
5601.450	Intra-county expense Departmental copiers	845.00	.00	845.00	70.42	.00	211.26	633.74	25	805.00
	<i>Chargebacks Totals</i>	\$18,484.00	\$0.00	\$18,484.00	\$1,429.88	\$0.00	\$4,244.87	\$14,239.13	23%	\$17,984.03
<i>Contracted services</i>										
5700	Contracted services	2,500.00	.00	2,500.00	120.00	.00	230.00	2,270.00	9	1,735.00
5706	Temporary replacement help	.00	.00	.00	.00	.00	.00	.00	+++	.00
5708	Professional services	1,000.00	.00	1,000.00	.00	.00	.00	1,000.00	0	.00
5714	Accounting and auditing	76,200.00	.00	76,200.00	.00	.00	29,500.00	46,700.00	39	75,100.00
5716.100	Legal services Chargebacks	.00	.00	.00	.00	.00	.00	.00	+++	.00
	<i>Contracted services Totals</i>	\$79,700.00	\$0.00	\$79,700.00	\$120.00	\$0.00	\$29,730.00	\$49,970.00	37%	\$76,835.00
	EXPENSE TOTALS	\$552,167.00	\$0.00	\$552,167.00	\$41,905.28	\$0.00	\$136,504.92	\$415,662.08	25%	\$533,027.46
Fund 100 - GF Totals										
	REVENUE TOTALS	552,167.00	.00	552,167.00	46,032.04	.00	138,043.20	414,123.80	25	544,698.72
	EXPENSE TOTALS	552,167.00	.00	552,167.00	41,905.28	.00	136,504.92	415,662.08	25	533,027.46
	Fund 100 - GF Totals	\$0.00	\$0.00	\$0.00	\$4,126.76	\$0.00	\$1,538.28	(\$1,538.28)		\$11,671.26
Grand Totals										
	REVENUE TOTALS	552,167.00	.00	552,167.00	46,032.04	.00	138,043.20	414,123.80	25	544,698.72
	EXPENSE TOTALS	552,167.00	.00	552,167.00	41,905.28	.00	136,504.92	415,662.08	25	533,027.46
	Grand Totals	\$0.00	\$0.00	\$0.00	\$4,126.76	\$0.00	\$1,538.28	(\$1,538.28)		\$11,671.26

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May 21, 2014

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**RESOLUTION REGARDING CHANGE IN TABLE OF ORGANIZATION
FOR THE CLERK OF COURTS DEPARTMENT**

WHEREAS, Human Resources received a request from the Clerk of Courts department to review the position of Court Coordinator in Courtroom A, and the position of Deputy Clerk of Courts I, due to an upcoming vacancy in a position as Court Coordinator in Courtroom A; and

WHEREAS, Human Resources in conjunction with the Clerk of Courts conducted a thorough study of the duties and responsibilities of the Court Coordinator in Courtroom A and that of the Deputy Clerk of Courts I, as to the needs of the department; and

WHEREAS, it was determined the duties and skills required for the position of Court Coordinator in Courtroom A are in line with the Deputy Clerk of Courts I position; and

WHEREAS, Human Resources in conjunction with the Clerk of Courts recommend the reclassification of the 1.00 FTE Court Coordinator in Courtroom A to a 1.00 FTE Deputy Clerk of Courts I position to create consistency in the positions and allow more cross training; and

WHEREAS, in addition, the Clerk of Courts department currently has three 0.80 FTE Deputy Clerk of Courts I positions each working four days per week; and

WHEREAS, to better meet the needs of the department, the Clerk of Courts department is requesting that one of the 0.80 FTE Deputy Clerk of Courts I positions be increased to 1.00 FTE position; and

WHEREAS, the 0.20 FTE increase in the Deputy Clerk of Courts I position will be offset by the reclassification of the Court Coordinator position.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors that the 1.00 FTE Court Coordinator position in Courtroom A be reclassified to 1.00 FTE Deputy Clerk of Courts I position; and

BE IT FURTHER RESOLVED, that one of the .80 FTE Deputy Clerk of Courts I position be increased to a 1.00 FTE Deputy Clerk of Courts I position; and

BE IT FURTHER RESOLVED, that the increase of the Deputy Clerk of Courts I position from .08 FTE to a 1.00 FTE position shall be partially offset by the reclassification of the 1.00 FTE Court Coordinator position in Courtroom A to the 1.00 FTE Deputy Clerk of Courts I position.

Budget Impact:

Clerk of Courts
 Reclassify Court Coordinator to Deputy Clerk of Courts I
 Add 0.20 FTE Deputy Clerk of Courts I

Partial Year Budget Impact (07/01/14 – 12/31/14)	FTE	Addition/ Deletion	Salary	Fringe	Total
Court Coordinator Courtroom A	(1.00)	Deletion	\$(20,612)	\$(11,160)	\$(31,772)
Deputy Clerk of Courts I	1.00	Addition	\$ 17,677	\$ 10,710	\$ 28,377
Deputy Clerk of Courts I	0.20	Addition	\$ 3,631	\$ 2,157	\$ 5,788
Partial Year Budget Impact			\$ 696	\$ 1,707	\$ 2,393

Annualized Budget Impact	FTE	Addition/ Deletion	Salary	Fringe	Total
Court Coordinator Courtroom A	(1.00)	Deletion	\$(41,223)	\$(22,321)	\$(63,544)
Deputy Clerk of Courts I	1.00	Addition	\$ 35,334	\$ 21,419	\$ 56,753
Deputy Clerk of Courts I	0.20	Addition	\$ 7,262	\$ 4,314	\$ 11,576
Annualized Budget Impact			\$ 1,373	\$ 3,412	\$ 4,785

Fiscal Note: This resolution does not require an appropriation from the General Fund. Prior position reclassifications saved \$ 29,050.00 in the 2014 Clerk of Courts budget. This resolution reduces those savings to \$ 24,264.00.

Respectfully submitted,
 PUBLIC SAFETY COMMITTEE
 EXECUTIVE COMMITTEE

Approved By:



305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

BRENT R. MILLER

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES MANAGER

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 04/29/14
REQUEST TO: Public Safety Committee
MEETING DATE: 05/07/14
REQUEST FROM: Brent Miller
Human Resources Manager
REQUEST TYPE: New resolution Revision to resolution
 New ordinance Revision to ordinance

TITLE: Resolution Regarding Change in Table of Organization for the Clerk of Courts Department

ISSUE/BACKGROUND INFORMATION:

Request from the Clerk of Courts department to review the Court Coordinator position in Courtroom A due to an upcoming vacancy.

ACTION REQUESTED:

Reclassify the Court Coordinator in Courtroom A to a Deputy Clerk of Courts I. Increase 0.80 FTE Deputy Clerk of Courts I to 1.00 FTE.

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

- 1. Is there a fiscal impact? Yes No
 - a. If yes, what is the amount of the impact? \$2,393
 - b. If part of a bigger project, what is the total amount of the project? \$_____
 - c. Is it currently budgeted? Yes No
 - 1. If yes, in which account? _____
 - 2. If no, how will the impact be funded?

COPY OF RESOLUTION OR ORDINANCE IS ATTACHED

May 21, 2014

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

RESOLUTION REGARDING CHANGE IN TABLE OF ORGANIZATION
FOR THE HUMAN SERVICES DEPARTMENT
SOCIAL WORKER/CASE MANAGER

WHEREAS, the Human Services department has received funding from the State of Wisconsin Department of Health Services to help reduce the wait lists for Brown County's Children's Long Term Care and Community Options program for the physically disabled population; and

WHEREAS, the Human Services department has requested the addition of 2.00 FTE Social Worker/Case Manager positions to safely provide additional constituents with ongoing services and reduce wait lists; and

WHEREAS, the Wisconsin Department of Health Services is providing Long Term Care funding for six months. Additionally, the services provided for these consumers are supported by funding through State and Federal dollars; and

WHEREAS, the Human Resources department, in conjunction with Human Services, recommend the addition of 2.00 FTE Social Worker/Case Manager positions to the Human Services table of organization, effective July 1, 2014.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors, 2.00 FTE Social Worker/Case Manager positions be added to the Human Services table of organization.

Budget Impact

Human Services

Add 2.00 FTE Social Worker/Case Manager

Partial Year Budget Impact (07/01/14 – 12/31/14)	FTE	Addition/ Deletion	Salary	Fringe	Total
Social Worker/Case Manager	2.00	Addition	\$ 60,002	\$ 25,194	\$ 85,196
Partial Budget Impact			\$ 60,002	\$ 25,194	\$ 85,196

Annualized Budget Impact	FTE	Addition/ Deletion	Salary	Fringe	Total
Social Worker/Case Manager	2.00	Addition	\$120,004	\$ 50,388	\$170,392
Annualized Budget Impact			\$120,004	\$ 50,388	\$170,392

Fiscal Note: This resolution does not require an appropriation from the General Fund. Funding is available through State and Federal dollars.

Respectfully submitted,
HUMAN SERVICES COMMITTEE
EXECUTIVE COMMITTEE

Approved By:

Troy Streckenbach
County Executive

Date Signed: _____

Authored by Human Resources and approved by Corporation Counsel.



305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

BRENT R. MILLER

PHONE (920) 448-4071 FAX (920) 448-6277 WEB: www.co.brown.wi.us

HUMAN RESOURCES MANAGER

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 04/17/14

REQUEST TO: Human Services Committee

MEETING DATE: 04/30/14

REQUEST FROM: Brent Miller
Human Resources Manager

REQUEST TYPE: New resolution Revision to resolution
 New ordinance Revision to ordinance

TITLE: Resolution Regarding Change in Table of Organization for the Human Services Department (Social Worker/Case Manager)

ISSUE/BACKGROUND INFORMATION:

The Human Services department has received funding to help reduce the waiting list for Children's Long Term Care and Community Options Program for the physically disabled population.

ACTION REQUESTED:

The addition of 2.00 FTE Social Worker/Case Manager positions to Human Services table of organization to safely provide additional constituents with ongoing services and reduce the wait lists.

FISCAL IMPACT:

NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. Is there a fiscal impact? Yes No
 - a. If yes, what is the amount of the impact? \$85,196
 - b. If part of a bigger project, what is the total amount of the project? \$ _____
 - c. Is it currently budgeted? Yes No
 1. If yes, in which account? _____
 2. If no, how will the impact be funded? Funding from the Wisconsin Department of Human Services and funding available through federal and state dollars.

COPY OF RESOLUTION OR ORDINANCE IS ATTACHED

TO THE HONORABLE CHAIRMAN AND MEMBERS
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies & Gentlemen:

2013 BUDGET OVERDRAFT AND SHORTFALL APPROPRIATIONS

WHEREAS, certain overdrafts and shortfalls have developed in various departmental budgets for 2013; and

WHEREAS, these overdrafts and shortfalls are the result of the following:

Clerk of Courts Revenue shortfalls of \$264,000 were mainly attributable to the reduced collection of charges and fees, particularly in the anticipated collection of Guardian Ad Litem fees. In addition, Guardian Ad Litem expenditures were overspent by over \$168,000. These shortfalls were partially offset by savings in health insurance and additional vacancy savings from retirements.

Resulting in an appropriation needed of \$342,446.

Museum Revenue shortfalls of \$77,000 were recognized in admission and photo sales. Security and exhibit costs were overspent by \$24,000 due to additional room rentals that did not take into consideration additional contracted services costs. This shortfall was partially offset by savings in salaries and benefits of \$53,000.

Resulting in an appropriation needed of \$48, 812.

Treasurer Shortfalls in interest and penalties on taxes of over \$856,000 were recognized as delinquent account balances continued to decline. Additional shortfalls in investment income of approximately \$908,000 occurred. Of this amount, \$730,000 was recognized due to market valuation adjustment which will only be realized if the bonds are sold prior to maturity. These shortfalls were partially offset by savings in expenses of approximately \$55,000.

Resulting in an appropriation needed of \$1,709,036.

Human Service Shortfalls of over \$2 million in revenue were recognized due to both Community Treatment Center lower counts in the Community Treatment Program (CTP) being treated in the Nicolet Psychiatric Center and an unfavorable client payer mix in the nursing home. In addition, \$679,000 was incurred due to the wage and hour

claim. These shortfalls were partially offset by savings of \$730,000 due to vacancies, \$56,000 in intra-county expenses, and \$48,000 in temporary replacement help.

Resulting in an appropriation needed of \$ \$1,844,041; and

WHEREAS, it is necessary to make appropriations to cover these various departmental deficits in order to balance these budgets for the past year.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors that there be appropriated from the General Fund and placed in the 2013 departmental budget the following amount:

<u>Department</u>	<u>Amount</u>
Clerk of Courts	\$342,446
Museum	48,812

BE IT FURTHER RESOLVED by the Brown County Board of Supervisors that the following department recognized a shortfall in its appropriation to the General Fund in 2013:

<u>Department</u>	<u>Amount</u>
Treasurer	\$1,709,036

BE IT FURTHER RESOLVED by the Brown County Board of Supervisors that there be appropriated \$1,101,527 from the Community Programs Fund and \$742,514 from the Community Treatment Center Fund Balance and placed in the 2013 Community Treatment Center budget the following amount:

<u>Department</u>	<u>Amount</u>
Human Services - Community Treatment Center	\$1,844,041

Respectfully submitted,

ADMINISTRATION COMMITTEE



305 E. WALNUT STREET
P.O. BOX 23600
GREEN BAY, WI 54305-3600

CHAD WEININGER

PHONE (920) 448-4037 FAX (920) 448-4036 WEB: www.co.brown.wi.us

DIRECTOR

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: April 15, 2014
REQUEST TO: Administration Committee
MEETING DATE: April 24, 2014
REQUEST FROM: Chad Weinger
Department of Administration Director

REQUEST TYPE: New resolution Revision to resolution
 New ordinance Revision to ordinance

TITLE: 2013 Budget Overdraft and Shortfall Appropriations

ISSUE/BACKGROUND INFORMATION:

Attached is the resolution to appropriate additional funds for 2013 departmental budgetary shortfall. The Clerk of Courts and Museum require additional appropriations from the General Fund to cover the deficits. The Treasure will recognize a shortfall in appropriations to the General Fund. Finally, the deficit for the Community Treatment Center (CTC) will be fund by Community Programs and CTC fund balance.

In an effort to correct the Clerk of Courts shortfall caused by Guardian Ad Litem (GAL) activity, the courts have implemented additional requirements for the submission of GAL invoices. GAL's will have 60 days from the completion of their work to submit an invoice. Any invoices submitted after this time will be limited to the amount held in deposit from the client. The required deposit amount has also increased from \$500 to \$700.

The Museum's admission revenue was decreased for 2014 to reflect past trends. Additional revenue was added in addition to marketing dollars to increase attendance, but this will be closely monitored during 2014.

The 2014 budget for the Treasurer's Department decreased the expected revenue generated by tax delinquencies and investment income, so this shortfall should be corrected for 2014.

The Community Treatment Center will continue to be monitored during 2014. Additional Medicaid revenue is expected due to the redesign of the Nicolet Psychiatric Hospital.

ACTION REQUESTED:

Please approve the attached resolution to authorize additional appropriations for 2013 overdrafts and shortfalls.

FISCAL IMPACT:

NOTE: *This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.*

1. Is there a fiscal impact? Yes No
 - a. If yes, what is the amount of the impact? See Attached Resolution
 - b. If part of a bigger project, what is the total amount of the project? \$ _____
 - c. Is it currently budgeted? Yes No
 1. If yes, in which account? _____
 2. If no, how will the impact be funded? _____

COPY OF RESOLUTION OR ORDINANCE IS ATTACHED